



NATIONAL REGISTRATION POLICY,  
PROCEDURES AND RULES MANUAL  
MAY 24, 2017



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## POLICY

### NATIONAL REGISTRATION POLICY

**Policy Section:** Board  
**Policy Subsection:** Sport Development Committee  
**Policy Title:** National Registration

#### **Policy Statement**

Swimming Canada maintains a national registry, including Provincial Section members, Special Interest Group members (High Performance Clubs, CSCTA, Athletes Council, OCRC, MSC), clubs, swimmers and coaches.

#### **Purpose**

National Registration, guided and directed through a central point, is intended to make it possible for swimmers to make a smooth transition between developmental levels, and governing jurisdictions. The national registration process also serves to track and monitor the demographic profile of the Swimming Canada membership for the purposes of reporting, strategic planning and programming. National registration system data is tied to competition entries, results, rankings and records for the purposes of accurate and prompt postings, and development and maintenance of competitive results history.

#### **Application**

Swimming Canada sets rules and procedures for all aspects of swimmer registration. Provincial Section members have the obligation to inform clubs and club registrants on procedures and consents required. Provincial Section members may introduce procedures and rules in addition to Swimming Canada's standards and requirements.

An on-line database will be maintained by Swimming Canada for the purpose of Provincial Section, special interest group members, club, university/college team, coach, officials and swimmer registrations under the supervision and accountability of the CEO or delegate.

All Provincial Section members, special interest group members, swimmers, coaches and officials must be registered on an annual basis.

#### **Responsibilities**

<i>Body</i>	<i>Action</i>
CEO	<ol style="list-style-type: none"><li>1. Ensure the maintenance, protection and archive of a national registration database for the purposes outlined in this policy.</li><li>2. Determine and communicate the requirements for registration of Provincial Section members, special interest group members, clubs, coaches, officials, and swimmers to the Provincial Sections.</li><li>3. Develop and implement procedures that address requests for transfer between clubs and provinces, and for resignation from Swimming Canada.</li></ol>

#### **Limitations**

Personal registration information cannot be used by Swimming Canada without expressed written consent of the individual as outlined in the Board: Privacy Policy.



## References

Board Policy: Privacy  
Swimming Canada General By-Laws  
National Registration Policy, Procedures and Rules Manual  
Swimming Rules of Swimming Canada

**Approved: August 28, 2007**

Reviewed: May, 26, 2009

Approved: October 23, 2009

Reviewed: May 7, 2013

Approved: September 18, 2015



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## DEFINITIONS AND OVERVIEW

### DEFINITIONS

**“Affiliation”** means fully registered;

**“Age Group Club”** means a club registered with Swimming Canada and the Provincial Section for the purpose of competition (depending on the province, this may include both age group and masters competitions);

**“Annual Meeting”** means the annual general meeting of the Members;

**“Associate Coach”** means an individual coach (or Coach in training) who is not affiliated or registered with any one club but who applies to the Provincial Section to become registered as an Associate Coach (registration category E) solely for the purposes of enrolling in coach education opportunities or receiving coach related communications from CSCTA, a PSO or Swimming Canada.

**“Association”** means two or more registered Clubs and/or University Teams within a single provincial jurisdiction that applies for, and receives annual approval, from their respective Provincial Section to form an Association. Registered Associations are considered as a “Club” for the purposes of competition entries and results.

**“Club”** means any organized group of persons associated for the purpose of swimming that has been approved for affiliation and registered, through the applicable PSO, with Swimming Canada and includes registered Age Group Clubs, Masters Clubs and Summer Clubs;

**“College/Cegep Team”** means a swimming team approved for affiliation and registered with the Réseau du Sport Étudiant du Québec (RSEQ), with the FNQ and with Swimming Canada. A Registered college/cegep team is considered a “Club” in the National registration and result system. A college/cegep Team is considered a separate entity than a registered Swimming Canada Age Group Club;

**“Coach”** means a duly registered individual who meets the coaching certification requirements of Swimming Canada.

**“Competition”** or **“Meet”** or **“Time Trial”** or **“Event”** means a sanctioned swimming competition;

**“CSCTA”** means the Canadian Swim Coaches and Teachers Association;

**“Exhibition”** means that the time posted in a sanctioned competition by the swimmer shall be official, but not eligible to score points or to receive awards;

**“FINA”** means the “Fédération Internationale de Natation”;

**“High Performance Centres and “Swimming NextGen Programs”** refer to high performance training entities in Canada as identified by Swimming Canada. High Performance Centres or Swimming NextGen Programs are not considered as Clubs or Associations in the registration system and cannot process registrations.

**“High Performance Clubs”** are Special Interest Group Members as identified annually as the first through sixth performance clubs by total team points scored at the swim meet designated annually by Swimming Canada for such determination;

**“Independent Coach”**: means a coach who is not affiliated with any one club, but applies for registration directly with the Provincial Section or National Office, and is approved for registration in category A1, A2, B, C, D for the purposes of acting as a mentor coach, a consultant to coaches, or a temporary substitute coach in the daily training environment of only an affiliated Club. An Independent Coach may also enroll in certification courses.



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**“Inactive Club”** means a club that has not fulfilled their club affiliation requirements for their respective province. An inactive club is a club that ceases to operate during the swimming year. Clubs that are inactive are unable to access the registration system, ineligible to apply for a meet sanction and unable to enter swimmers into a competition;

**“Inactive” or “Out of water”** refers to a swimmer that was registered on or after September 1st, but is not currently participating in Club activities and assigned this status by the club registrar;

**“Masters Club”** means a club concurrently registered with their respective Provincial Section (PS) and Masters Swimming Canada (MSC);

**“Masters Swimmer”** means a registrant choosing to register in a Masters type category; who is aged 18 or over at the time of registration;

**“Masters Swimming Canada (MSC)”** means the incorporated entity Masters Swimming Canada which deals with matters involving masters swimming in Canada;

**“Member-in-Good-Standing”** means that the registrant has met and fulfilled the registration requirements of Swimming Canada;

**“Members’ Meetings”** means the Annual Meeting and Special Meetings;

**“National Team”** means the selected National Swim Team as determined by Swimming Canada from time to time;

**“New registrations”** refers to first time registrations that swimming year and University-Varsity swimmers who upgrade to the Competition Open membership category after the completion of the Varsity season on March 31.

**“OCRC”** refers to the Officials, Rules and Competitions Committee. The OCRC is designated to perform critical tasks related to swimming officiating and competition in Canada:

**“Official”** means a duly registered individual who meets the officiating certification requirements of Swimming Canada.

**“Pending”** refers to a registration process that has been initiated but requires and awaits final approval;

**“Provincial Section (PS)”** means that geographically defined provincial or territorial swimming organization, which is a Member as described herein;

**“Registrant”** means all individuals or entities of Swimming Canada including those individuals and associations, incorporated or unincorporated, as described herein who have met the requirements of registration and the registration has been completely processed;

**“Registration”** and all references to “register”, “registered” means the registration of a registrant upon payment of such registration fee as may be determined from time to time by Swimming Canada, the compliance by such registrant with all other registration procedures of Swimming Canada, and the inclusion of such registrant’s name in the registration data of Swimming Canada;

**“Sanctioned Competition”** means a swimming competition approved under the authority of Swimming Canada in an approved facility having the minimum standards of Swimming Canada with the expectation of qualified officials who conduct the competition under the published rules; and where the results of the competition are entered in the Swimming Canada results database;

**“Summer Club”** means a club registered with Swimming Canada, the Provincial Section and the Provincial Summer Swimming Association. For the purposes of registration the summer season is recognized as May 1 to August 31 each year;



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**“Suspended Club”** means a club who loses their Swimming Canada and Provincial Section affiliation status as a result of SNC or Provincial Section disciplinary action. All rights for the club are revoked during the suspension period. Members-in-Good-Standing of the suspended club are eligible to transfer to another club as per the National Transfer Policy;

**“Suspended Coach”** means a coach whose registration has been suspended as a result of a disciplinary action initiated, and/or approved by Swimming Canada. Suspended coaches may not participate in any interaction or activity with Swimming Canada registrants or until registration has been reinstated to ‘Active’ status.

**“Swimming Canada”** means Swimming/Natation Canada;

**“Swimming Canada National Competition”** means competitions which are designed and run in accordance with the meet format determined from time to time by Swimming Canada; these events include:

- Olympic, World, Commonwealth, Pan Pacific, Pan American TRIALS;
- Paralympic, Para Pan Pacific, Para Pan American TRIALS;
- Canadian Swimming Championships;
- Speedo Eastern Championships and Speedo Western Championships
- Canadian Junior Swimming Championships;
- Can Am Para-swimming Championships;

**“Special Meeting”** means a duly-called special meeting of the members that is not an annual meeting;

**“Swimmer”** means an individual registering for the purposes of participating in a day-to-day swim training environment with an affiliated Club or Team and an “eligible competitor” as defined by the rules of FINA/World Para Swimming and Swimming Canada ;

**“Unattached”** means that the person so designated does not represent a club when competing in a Swimming Canada sanctioned competition;

**“University Team”** or **“Varsity Team”** means a swimming team affiliated with the University Sports (U SPORTS) or CEGEP and affiliated with a Provincial Section. A Registered University Team is considered a “Club” in the National registration and result system. A University Team is considered a separate entity than a registered Swimming Canada Age Group Club;

**“Voting Members”** means Provincial Section Members and Special Interest Group Members as defined in the General By-Laws of Swimming Canada





## OVERVIEW: SWIMMING CANADA REGISTRATION

Any member, registrant and/or volunteer, upon registration or participation in any role, is committing to behaviour in compliance with the general code of conduct of Swimming Canada, the PS's and Special Interest Group Members. Swimming Canada may, at its discretion at any point, request a valid Police Records Check (PRC) or Vulnerable Sector Check (VSC) or similar, from any registrant. Upon official notice of request the registrant has 30 days to comply or will be suspended in the interim until provided. The results of the PRC or VSC or similar will be reviewed to determine whether or not the registrant may continue to be active with SNC. Any person appearing on any National Sex Offender Registry is not eligible to register, or participate in any capacity; paid or unpaid.

MEMBERS	REGISTRATION PROCESS
Provincial Sections (PS)	Process for PS's to register with SNC is outlined in the <i>National Registration Procedures and Rules - Provincial Sections</i> and the <i>Swimming Canada By-Laws</i>
Special Interest Group - CSCTA - OCRC - Athletes Council - MSC	Process includes submission of required information as outlined in the <i>National Registration Procedures and Rules</i> and the <i>Swimming Canada By-Laws</i> MSC fees – based on MSC registrations on August 31; stated on fee page
Special Interest Group - High Performance Clubs	As stated in the By-Laws of Swimming Canada, the organization contacts six High Performance clubs based on performances at the highest corporation designated swimming competition.
REGISTRANTS	REGISTRATION PROCESS
Clubs	Clubs apply for and are nominated for affiliation with Swimming Canada through their respective Provincial Sections as outlined in <i>National Registration Procedures and Rules – Clubs</i> . Club Types: - Age Group clubs - University teams (College: CEGEP) - Summer clubs - Masters clubs - Other (Event specific entity; e.g. Canada Games, World Police and Fire Games, Open Water Events)
Swimmers	Annual Swimmer registration is outlined in <i>National Registration Procedures and Rules – Swimmer Registration</i> . - Swimmers affiliate annually with Swimming Canada by registering with a Club and/or University team - Online registration is processed by the Club Registrar and completed upon receipt of payment by the PS Registrar and confirmation of collected personal information. - Fees are determined based on registration class, type and category; <ul style="list-style-type: none"> <li>➢ Competitive; Fundamental (age 8 &amp; under), Skills (9-10), Development (11-14), Open (15 &amp; over)</li> <li>➢ Competitive Open-Varsity (available Sept 1- Mar 31, valid Sept 1 to Aug 31) registering with home club and holds concurrent University Varsity registration</li> <li>➢ University – Varsity (valid Sept 1-Mar 31) registering with U SPORTS affiliated or CEGEP team only</li> <li>➢ Non-Competitive – Sessional Learn-to-Swim/Fitness/ I Can Swim</li> <li>➢ Summer (Summer, Summer – Swimming Canada)</li> <li>➢ Other Limited Event (single event affiliation)</li> <li>➢ Unattached Canada (permanent Non-Resident Canadians)</li> <li>➢ Masters – MSC participants only</li> <li>➢ Masters – MSC Open; eligible to participate in select Swimming Canada sanctioned events</li> </ul>



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Coaches	<p>Coach registration is outlined in the <i>National Registration Procedures and Rules – Coach Registration</i>.</p> <p>Coach registration is initiated annually in the registration system by the Club Registrar. The registration is with three organizations; Swimming Canada, the PS and CSCTA. Upon receipt of registration notification, the coach is required to complete their registration as directed. Once all registration requirements have been met, the coach' status will show as <i>Registered</i> in the registration system.</p>
Officials	<p>Officials registration is outlined in the <i>National Registration Procedures and Rules – Officials page</i>.</p> <p>Officials registration is initiated annually in the registration system by an Officials Administrator assigned by the PS.</p> <p>Upon receipt of registration notification, the official will be given access to their online account where they can manage their personal information, certification progress and track their participation as an Official.</p>



## SWIMMING CANADA REGISTRATION FEES FOR 2017-18 & 2018-19, 2019-20

Registration Type	Registration Category	2017-18 fees	2018-19 fees	2019-20 fees
Competitive	Fundamental (8&U)	\$24.00	\$25.00	\$26.00
Competitive	Skills (9-10)	\$44.00	\$45.00	\$46.00
Competitive	Development (11-14)	\$64.00	\$65.00	\$66.00
Competitive	Open (15&O)	\$84.00	\$85.00	\$86.00
Competitive	Open-Varsity	\$42.00	\$42.50	\$43.00
University	Varsity (Sept 1-Mar 31)	\$42.00	\$42.50	\$43.00
Competitive	Unattached-CAN ( <i>non-resident Canadian</i> )	\$100.00	\$100.00	\$100.00
Non-Competitive	Sessional Learn to Swim / Fitness	\$12.00	\$13.00	\$13.00
Summer	Summer (May1-Aug31)	\$1.00	\$1.00	\$1.25
Summer	Summer-SNC (May1-Aug31)	\$12.00	\$13.00	\$13.25
Masters	MSC	\$3.50	\$4.00	\$4.50
Masters	MSC-Open	\$87.50	\$89.00	\$90.50
Limited Event	Limited Event	\$10.00	\$10.00	\$10.00
Coach	Coach A1 – Head Coach Coach A2 – Head Coach Coach B – Assistant Coach Coach C – Assistant Coach Coach D – Non-Competitive Coach Coach E – Associate (PSO/SC use only)	\$20.00	\$21.00	\$22.00
Official	Level I, II, III, IV, V	0	0	0
Affiliation	Club	0	0	0
Affiliation	High Performance Club Member (6)	0	0	0
Affiliation	University Team	0	0	0

Note: PSO or MSC Registration Fees are established by the Provincial Section or Masters Swimming Organization

### Provincial Section Swimmer and Coach Registration Fee invoicing schedule

- Swimming Canada invoices the Provincial Section for the season's swimmer and coach registration fees in April and October based on registration statistics collected on March 31 and August 31 respectively.
- The PSO will collect the MSC fees through the registration system invoicing. The PSO can distribute the applicable portions to MSC and Swimming Canada upon invoicing in April and October, or just the full amount to Swimming Canada after registration statistics have been confirmed and upon receipt of invoices in April and October. Swimming Canada will forward the MSC portion of fees no later than seven (7) business days from receipt.



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## OPERATIONAL PROCEDURE AND RULES

### NATIONAL PROCEDURE AND RULES - ASSOCIATIONS

#### **1. Purpose:**

Whereas Swimming Canada embraces the concept of Associations as a means to exercise “economies of scale” in providing an enhanced training and competitive atmosphere for swimmers, it has been deemed appropriate that Provincial Sections (PS) will be tasked with reviewing their respective Association applications and ensuring annual compliance to the operating structure requirements. The following rules and procedures govern the formation, structure and function of an Association.

#### **2. Procedure and Rules:**

- 2.1 Age Group Clubs and University Teams/CEGEP programs must apply for affiliation and register with their PS as individual clubs.
- 2.2 Age Group Clubs and/or University Teams/CEGEP programs wishing to form an Association must apply to the respective Provincial Section for Association approval.
- 2.3 An Association must register with the respective Provincial Section on an annual basis and undergo an annual review to ensure adherence to the operation structure outlined below. Registration is for the period of September 1 to August 31 of each year.
- 2.4 An Age Group Club and/or University Team may be a member of only one Association at any given time.
- 2.5 A registered Association will not be granted voting status within the provincial or national jurisdictions
- 2.6 Associations do not process swimmer or coach registrations. Swimmers and Coaches are required to register with an Age Group Club/ University Team and Coaches to be registered with a club
- 2.7 Athlete transfer procedures are not affected by the existence of an Association; however, swimmers moving within clubs in an association may still compete for the Association during the unattached period.
- 2.8 Provincial Sections will set their own annual Association fees, payable no later than October 31<sup>st</sup> of each year, or upon approval of new Association status by the PS Executive Director / Technical Director
- 2.9 Associations in all provinces are required to meet the following operating structure requirements prior to approval/renewal. PSO’s may set additional requirements
  - a) An Association must provide proof of incorporation in the respective provincial jurisdiction as a legal entity (a registered “not-for-profit” society or a “for profit” business)
  - b) An Association must provide signed, written agreements by the President and Head Coach of each program or club involved
  - c) An Association must have a constituted Board of Directors and provide an outline of the Association’s formal decision-making structure
  - d) A Technical Director or Consultant must be named, whose role is to improve the quality of swimming in the Association; specifically, the Technical Director will create an annual plan that includes regularly planned Association training sessions, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule, to be submitted to the PS Executive Director/Technical Director prior to September 30 of each year. Expected results and performance measures for years 1, 2 and 3 must be included in this submission
  - e) An Age Group Club and/or University team may join an established Association at any time
  - f) An Age Group Club and/or University team may not transfer or change Associations except after the final SNC designated competition of the season and prior to September 30 each year
  - g) An Age Group Club and/or University team may compete representing an individual club/team, or their respective Association at any competition, but all swimmers of the program must compete as that entity for the entire competition
- 2.10 Annual Review: Each Association will be reviewed on an annual basis by the Executive Director or their designate. The purpose is to ensure compliance to requirements stated in the operating structure



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outline. The Executive Director will give non-compliant Association(s) a three-month period to make the appropriate changes to their operating structure. Failure to comply will result in suspension of the Association.

- 2.11 A Provincial Section or Swimming Canada may create Associations for the purposes of National Team, Provincial Team or Regional Team representation. Any club registered in the respective Province can be affiliated with the Association. Examples of Provincial Team Associations are CAN, TOBA, TEAMNL, ZONE9, etc.



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## NATIONAL REGISTRATION PROCEDURES AND RULES – U SPORTS AFFILIATED TEAM AND CEGEP COLLEGE TEAM

### 1. Purpose:

The national registration process serves to track and monitor the demographic profile of the Swimming Canada membership for the purposes of strategic planning, programming, event sanctioning and reporting requirements. The University/College team and Varsity swimmer registration cycle begins annually on September 1<sup>st</sup> and expires on March 31<sup>st</sup>.

### 2. Procedure and Rules:

- 2.1 U SPORTS affiliated and CEGEP (FNQ only) College swimming teams affiliate with Swimming Canada for the swim season through their provincial section.
- 2.2 A provincial section may levy its own University Team registration/affiliation fee in addition to any required Swimming Canada fee
- 2.3 All swimmers participating in a U SPORTS or a CEGEP College program must be registered in the *University-Varsity* or *University-College* category with the University/College team through the SNC Registration database system.
- 2.4 All swimmers participating in an FNQ affiliated CEGEP swimming program must be registered in the *University-College* category with the CEGEP team through the SNC registration database system.
- 2.5 All swimmers registered in the *University-Varsity* or *University-College* registration category may represent the University Team or CEGEP College in any SNC competition including SNC designated competitions with a start date between September 1 and March 31.
- 2.6 Between September 1 and March 31, swimmers registered in the *University-Varsity* and *University-College* category and wishing to represent their home/age group club in a competition, must register concurrently with their Age Group club in the *Competitive Open-Varsity* registration category. A *Competitive Open-Varsity* registration with the club is valid through August 31. See: *Registration Rules and Procedures - Swimmers*.
- 2.7 After March 31, swimmers who were registered only with the University/College team, in the *University-Varsity* or *University-College* category who wish to continue to train and compete must be registered with their Age Group club in the *Competitive-Open* category. Should a swimmer register with a club other than the one they were previously registered with, a transfer shall be initiated.
- 2.8 Swimmers attending an educational institution outside of Canada wishing to compete for their Canadian Age Group club must be registered directly with the club in the *Competitive-Open* Category.

### Scenarios:

- Varsity swimmers who are registered with only their University team may represent their University team at any sanctioned competition (including Swimming Canada National Competitions,) that has a competition start date between September 1 and March 31.
- Likewise, Varsity swimmers wishing to compete for only their University team at U SPORTS affiliated competitions and Swimming Canada competitions (including Swimming Canada National competitions) from September 1 to March 31 register in the *University-Varsity* category only (registration valid from September 1 to March 31)
- Varsity swimmers who are registered concurrently with both a University Team and an Age Group club may represent either their Varsity Team or their Age-Group club, at competitions that have a competition start date between September 1 and March 31. The swimmer may only represent one of these two entities in a single competition.



- Likewise, Varsity swimmers wishing to also represent their Age Group club in any sanctioned competition at any point in a season, must register concurrently in the *Open-Varsity category* with their home/age group club (registration valid from September 1 to August 31).
- For competitions that have a start date between April 1 and August 31, the swimmer can only represent their Age Group club.

**NOTE: Only swimmers attending a Canadian University can register in either the University-Varsity or Open-Varsity category.**



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## NATIONAL PROCEDURE AND RULES - CLUB CODE

### 1. Purpose:

Whereas Swimming Canada has a desire to collect performance data for all members; and whereas SNC wishes to rank and/or display performance data from time to time as a member service; it is in the interest of the organization to represent such data as accurately and reliably as possible. To facilitate such a service, it is important to standardize and regulate the use of “club codes” as part of the equation towards collecting and compiling consistent and reliable data.

### 2. Procedure and Rules:

- 2.1 All clubs currently affiliated with a Provincial Section (PS) and thereby affiliated with Swimming Canada shall have a distinct “club code” of a maximum of 5 common digits, to be used for the purposes of identifying such clubs through the common entry procedures as practiced in sanctioned competitions in Canada.
- 2.2 It is the responsibility of both the entering club and the meet management to ensure these rules and procedures are adhered to.
- 2.3 In the case of existing duplicate codes, the longest standing Swimming Canada affiliated club will be given first right to retain the original club code. The second club will be offered alternatives or can suggest alternatives to be used provided that they do not create duplication. Swimming Canada must determine that the history of the second club’s results and swimmers will not be affected by the change of club code.
- 2.4 New clubs may suggest or be assigned a code by the PS. The PS is required to check with the National Registrar to ensure the availability of the requested code. The National Registrar will determine that the code is not a duplicate.
- 2.5 Clubs wishing to change their name and code must apply to the PS requesting a new name and code which the PS is required to confirm with the National Registrar that it does not duplicate any existing club code and is an available club code.
- 2.6 In the following scenarios where a registered swimmer is not eligible to represent their club in a competition, the following alternate club codes can be used to enter a competition. The use of the following does not change the registration affiliation of the swimmer;
  - a) **UNAB, UNBC, UNNL** etc.: club code designation for a registered swimmer during the 60 day unattached period for 2<sup>nd</sup> or subsequent transfers when they are ineligible to represent their new club in a competition.
  - b) **UNVAR**: club code designation for any/all University registrants complying with NCAA regulations while competing in a Swimming Canada sanctioned competition. This swimmer must also be registered with a Canadian Age Group club, or in the case of Simon Fraser University (SFU); be registered as University-Varsity between September 1 and March 31.
  - c) **UNMQC, UNMSK, UNMNB** etc.: club code designation for a Masters type swimmer who does not register with a club, but registers directly with the PSO where applicable.
- 2.7 **UNCAN**, “Unattached Canada”; this club code designation is reserved for permanent non-resident Canadian citizens, who have registered directly with Swimming Canada for the purposes of competing at a Trials event or a selection competition.
- 2.8 **SKNCC, ONNCC, NBCC** etc. is the club code designation for the entities set up by Swimming Canada in the registration system for registration of Independent Coaches, initiated by the Provincial Registrar. The entity name and code will be “Province abbreviation, Non-Club Coach” These club codes will not be accepted in any meet entry process.
- 2.9 **HPCVIC, HPCVAN, HPCONT and HPCMTL** will be the entities and club codes set up by Swimming Canada to be used to register Swimming Canada High Performance Coaches at the respective Centre or NextGen Program by the Provincial Registrar. These club codes serve only as an entity for coach registration, not for swimmer registration.
- 2.10 Each Province will create a club entity for the purposes of registering PSO coaches or staff or Learning Facilitators, Master Learning Facilitators with the Province, Swimming Canada and the CSCTA. The





name and code may vary from province to province and should reflect the PSO name. Examples are **SWIMBC, SWIMNL, and FNQ.**



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## NATIONAL REGISTRATION PROCEDURE AND RULES – PROVINCIAL SECTIONS

### 1. Purpose:

The national registration process serves to track and monitor the demographic profile of the Swimming Canada membership for the purposes of strategic planning, reporting and programming. The membership cycle begins annually on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.

### 2. Procedure and Rules:

- 2.1. Provincial Sections (PS) register annually with Swimming Canada through the online registration system and upon meeting submission requirements as outlined below.
- 2.2. The Provincial Section Information page in the online registration system is required to be updated annually upon access to the system for a new season.
- 2.3. The authority over its members, and the privileges and responsibilities of members, are defined in the By-Laws and Policies of the respective Provincial Section and Swimming Canada.
- 2.4. While each Provincial section has the authority to create and enforce their own requirements and procedures for swimmer, club, coach, official and association affiliation and annual renewal processes, the Provincial Sections are required to include and uphold any Swimming Canada rules and procedures.
- 2.5. The Provincial Section Privacy Policy Compliance Declaration is required to be completed annually and submitted to the National Registrar prior to gaining access to the registration system. *The Declaration is included as enclosure in this manual.*
- 2.6. In compliance with the Swimming Canada Privacy policy, the Provincial Section is required to circulate and collect completed Club Registrar system access waivers annually from each affiliated club in their province. *A template is included as an enclosure in this manual.*
- 2.7. In compliance with the Swimming Canada Privacy policy, the Provincial section will ensure that all Clubs and University Teams include a Registration Consent Form in the annual registration package distributed to registrants. The Provincial Registrar is required to notify the National Registrar of any registrant who does not consent to the collection and use of personal information as stated on the form. *A template is included as an enclosure in this manual.*
- 2.8. The Provincial Section will ensure that Clubs submit completed Registration System access waivers for Additional Users of the online registration system, such as meet managers, team managers, officials administrators, or others as developed, and that they are given system access according to their declared purpose. *A template included as an enclosure in this manual.*
- 2.9. The Provincial Registrar is required to confirm previous season Provincial Section registration statistics in the system upon receipt of notification from the National Registrar at the beginning of a season.
- 2.10. Provincial Section is required to confirm or submit changes to their respective swimmer type swimmer registration categories and provincial fees to the National Registrar annually by August 15<sup>th</sup>.
- 2.11. The following are required to be submitted electronically or by mail, annually to Swimming Canada Finance Staff or National Registrar;
  - a) Provincial Section Audited financial statements (must be received by September 15<sup>th</sup>)
  - b) Annual General Meeting minutes or link to online location (within 30 days of PS AGM)
  - c) Updates or revisions to Constitution, Bylaws and Policy Manuals or link to online location (within 30 days of PS's AGM)
  - d) an Annual PS Report to Swimming Canada at the conclusion of the season, for inclusion in Swimming Canada's AGM package



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## NATIONAL REGISTRATION PROCEDURES AND RULES – AGE GROUP CLUBS, UNIVERSITY/COLLEGE TEAMS, SUMMER CLUBS, MASTERS SWIMMING CLUBS, OTHER TYPE CLUBS

### 1. Purpose:

The national registration process, guided and directed through a central point, serves to track and monitor the demographic profile of the Swimming Canada registrants for the purposes of strategic planning, reporting and programming. The registration cycle begins annually on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.

### 2 Procedure and Rules:

- 2.1 Age Group Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- 2.2 University Teams and CEGEP Teams (FNQ) must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to March 31 of each year.
- 2.3 Summer Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of May 1 to August 31 of each year.
- 2.4 Masters Clubs must register with their Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- 2.5 Associations must apply for approval and affiliation with their respective Provincial Section office. *See: National Registration Procedures and Rules – Associations, within this manual.*
- 2.6 Club/Team registration becomes final upon payment of all applicable fees to the respective Provincial Section and the submission of required club contact information and other documentation as set by the Provincial Section.
- 2.7 While club affiliation is applied for and approved through the Provincial Section, upon acceptance and affiliation, clubs are also agreeing to comply with the policies, procedures and rules of Swimming Canada
- 2.8 Clubs may only run programs within the provincial boundaries of their geographical location and may only register with a Provincial Section within the provincial boundaries of their geographical location.
- 2.9 Clubs from the Yukon Territory and Northwest Territories wishing to join Swimming Canada shall apply for affiliation with the Provincial section as follows; Yukon Territory; Swim BC, Northwest Territories; Swim AB. Any club located in Nunavut wishing to affiliate with Swimming Canada is requested to contact the national office for direction.
- 2.10 Clubs affiliating with a PSO will be classified as one of the following:
  - a) Age Group Club  
Accepting registrations for swimmers wishing to participate or compete in sanctioned events including developmental programming, training and/or competition.  
*Affiliation period: September 1 to August 31*
  - b) Masters Swimming Club  
Accepting registrations for swimmers aged over 18 who wish to train in a Masters swimming program and/or compete in Masters Events  
*Affiliation period: September 1 to August 31*
  - c) University Team or College Team (CEGEP – QC)  
Member of U SPORTS affiliated University or CEGEP affiliated College league  
*Affiliation period: September 1 to March 31*
  - d) Summer Club  
Accepting registrations for Summer League developmental programming, training and/or competition.  
*Affiliation period: May 1 to August 31*
  - e) Other Type Club  
An entity set up to accept registrations and entries for a Limited Event, specifically a single competitive event registration. For Swimming Canada or PSO use.  
*Affiliation period: duration of the single event only.*



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## NATIONAL REGISTRATION PROCEDURES AND RULES - SWIMMERS

### 1. Purpose:

National registration, guided and directed through a central point, is intended to make it possible for swimmers to make a smooth transition between clubs, developmental levels and governing jurisdictions. The national registration process serves to track and monitor the demographic profile of the Swimming Canada registrants for the purposes of strategic planning, reporting, risk management and programming. An accurate record of the registrants from season to season ensures integrity of the integrated competition entry, result, record and ranking data.

### 2. Overview:

- 2.1. Swimming Canada supports a club based model or structure, meaning Swimming Canada's registrants must register with a Swimming Club who is an affiliated member of the respective Provincial Section member.
- 2.2. Registration of swimmers must be processed annually by the Club Registrar in the Swimming Canada's online registration system through their respective Provincial Section.
- 2.3. It is the responsibility of the Club Registrar to initiate registration.
- 2.4. The Club's Registrar is obligated to enter correct and accurate personal information data for each registrant, at the time of registration or renewal of registration.
- 2.5. Swimmer registration becomes effective upon payment of all applicable fees to the appropriate Provincial Section by the club, and upon verification, completion and confirmation of the swimmer and primary contact information in the Swimming Canada national registration system by the swimmer/parent/guardian.
- 2.6. Registration must be completed within two weeks (14 days) of commencing participation. *Refer to fee table in this manual for annual Swimming Canada registration category fees.*
- 2.7. In order to compete in FINA/ Swimming Canada sanctioned competitions, swimmers must be registered as COMPETITIVE, through their respective Club and Provincial Section.
- 2.8. Swimmers who wish to register with a Club that is different from the previous Club that they were formally registered with, must first be released from their former Club. *Refer to the National Transfer Procedure and Rules and the National Cross Province Swimmer registration contained in this manual.*
- 2.9. Swimmers may only register with a club within provincial boundaries of their permanent residence with the exceptions noted in the *National Cross Province Registration Procedure* contained in this manual.
- 2.10. Permanent non-resident Canadian citizens may be registered directly with Swimming Canada for the purposes of attending a Swimming Canada National Competitions, to be eligible to be selected to represent Canada internationally.
- 2.11. REGISTRATION CLASSES: and Type
  - a) COMPETITIVE: Fundamental (8&U), Skills (9-10), Development (11-14), Open (15 & O), Open Varsity
  - b) UNIVERSITY: Canadian University team registration (U SPORTS), College team registration (CEGEP) only.
  - c) NON-COMPETITIVE: Non Competitive, I Can Swim, Summer camp
  - d) MASTERS: Masters MSC, MSC-Open
  - e) SUMMER: Summer non-competitive or Summer- Swimming Canada (specific to Summer league clubs)
  - f) OTHER: Limited Event; single competitive event registration into an external organization's event, which is sanctioned by Swimming Canada

### 3. Fundamental Swimmer Registration Procedure and Rules:

- 3.1. All swimmers must register annually.
- 3.2. All Age Group swimmers must register with an Age Group Swim Club who is a member in good standing with the respective Provincial Section.



- 3.3. A swimmer may only register with one Age Group Club at a time.
- 3.4. All University / College (CEGEP) swimmers must register with a U SPORTS or CEGEP affiliated Varsity Team who is a registered member in good standing with the respective Provincial Section. Concurrent registration with an Age Group Club is permitted.
- 3.5. A swimmer's registration must be completed within two weeks (14 days) of commencing participation with a Club
- 3.6. An athlete wishing to register may register according to their own gender identification
- 3.7. A swimmer can only identify with one gender at a time. A swimmer changing their gender identification is required to initiate a new registration for the new gender. Only one registration can be active at a time. Reversal of gender identification will require re-activation of the previous gender registration
- 3.8. As it relates to national team selection, a transgender athlete must meet international federation criteria prior to declaring availability for selection at any national team selection event. The transgender athlete must show proof in writing from the international federation that they are eligible to compete at Olympic, Paralympic, FINA or World Para Swimming events.
- 3.9. The registration process includes registration with the Club, Provincial Section and Swimming Canada, processed in the national online registration system, and confirmed by the swimmer/parent/guardian in the online system.
- 3.10..moved up.
- 3.11. Swimming Canada does not refund registration fees to withdrawing swimmers.
- 3.12. Registration between September 1 and March 31 will be invoiced at full cost (see fee table) with no rebates for the current year.
- 3.13. Provincial Fees are determined by the Provincial Section.
- 3.14. If a club is suspended or dissolves, swimmers must transfer their registration to another swim club who is a member in good standing with the respective Provincial Section in order to maintain their registration status and be eligible to be entered in events. .

#### 4. Category Specific Procedure and Rules:

##### 4.1 REGISTRATION CLASS: COMPETITIVE TYPES (4): FUNDAMENTAL (8&U) SKILLS (9-10) DEVELOPMENT (11-14) OPEN (15 & 0)

DEFINITION: Registration category for swimmers of all ages

ELIGIBILITY: Swimmers wishing to take part in unlimited sanctioned events

VALID: September 1 through August 31

- a) Category assignment is based on the swimmers age as of Dec 31 in the current season
- b) Swimming Canada fees for new registrations after March 31, in the four Competitive Categories; Fundamental, Skills, Development and Open, will be reduced by 50%.
- c) "New registrations" refers to first time registrations that swimming year and University-Varsity swimmers who upgrade to the Competitive-Open membership category.

##### 4.2 REGISTRATION CLASS: COMPETITIVE

TYPE: OPEN-VARSITY

DEFINITION: Registration category for Canadian University/CEGEP Team registered swimmers who wish to compete for their Age Group club at Swimming Canada sanctioned competitions during the University/CEGEP competitive season and beyond.

ELIGIBILITY: Swimmers must be concurrently registered with a Canadian University/CEGEP Team in the University – Varsity category.

VALID: Registration valid September 1 through August 31. Competitive Open-Varsity registration process must be finalized prior to March 31.



- a) Varsity swimmers who are registered concurrently with both a Canadian University team and their Age-Group Club may compete only for either their varsity team or their home/age-group club at competitions that have a competition start date between September 1 and March 31. For competitions that have a start date between April 1 and August 31, the swimmer can only represent their Age Group club.
- b) A swimmer registered with an Age Group Club, in the Competitive Open category prior to registering with a University, can subsequently be moved to the Competitive Open-Varsity category and a new invoice created. The new invoice will show a credit for the cost of a University-Varsity registration fee.
- c) Varsity swimmers attending a post-secondary educational institution outside of Canada who wish to compete for their home Age Group club at competitions must register with the club in the Competitive Open category

#### 4.3 REGISTRATION CLASS: UNIVERSITY

**TYPE: VARSITY**

**DEFINITION:** University Registration category for swimmers who will compete at U SPORTS/CEGEP/College competitions with University/CEGEP designated team.

**ELIGIBILITY:** Team members of a University type club; Canadian University Team (U SPORTS) / CEGEP / College-Leagues only

**VALID:** *September 1 through March 31*

- a) All Varsity team swimmers participating in a Canadian University/CEGEP/College-League program must be registered as registration type University Varsity by the University/CEGEP
- b) Swimmers wishing to compete concurrently in Swimming Canada sanctioned competitions representing their Age Group club from September 1 to August 31 will register prior to March 31 with the Age Group club in the Competitive Open-Varsity category or after March 31 in the Competitive Open category.
- c) Clarification: Varsity swimmers who are registered with a University team may swim for their University team at competitions that have a competition start date between September 1 and March 31 or prior. Swimmers who are registered concurrently with both a University team and their Age Group club may swim for either their University team or their Age Group club at competitions that have a competition start date between September 1 and March 31. For competitions that have a start date between April 1 and August 31, the swimmer can only represent their Age Group club.
- d) If not concurrently registered as Competitive Open-Varsity; University Varsity registered swimmers wishing to compete in Swimming Canada sanctioned competitions with a start date between April 1 and August 31 will register with their Age Group club in the Competitive Open category at the reduced fee after March 31. Provincial Sections have the authority to apply swimmer fee reductions to their PS fees.
- e) A swimmer attending an educational institution outside of Canada and who wishes to also register with their Canadian Age Group club, must do so in the Competitive Open category, not Varsity.
- f) Varsity swimmers who wish to compete in Varsity competitions and Masters Competitions will register as a University-Varsity member AND register with a Masters club as a Masters-MS C member.

#### 4.4 REGISTRATION CLASS: NON-COMPETITIVE

**TYPE: Non-Competitive Learn-to-Swim / Fitness / Summer Camp**

**DEFINITION:** Registration category non-competitive is limited to those enrolled in sessional "Learn to Swim" programs and "Fitness" type programs.

**ELIGIBILITY:** Non-competitive swimmer not intending to participate in sanctioned competitive events

**VALID:** September 1 through August 31

- a) The Swimming Canada fee shall apply for an unlimited number of sessions in the swimming year.



- b) Members in the Non-Competitive category may compete as EXHIBITION in ONE competitive sanctioned event or authorized “racing” opportunity by the regional associations/provincial section per swimming year (September 1 to August 31); their results from the sanctioned event will be uploaded to the results and rankings.
- c) Swimmers in the Non-Competitive category who wish to compete in additional sanctioned competitions or regional associations/provincial section “racing” opportunities” beyond the one permitted EXHIBITION opportunity must be upgraded to the appropriate Competitive registration category.
- d) Non-Competitive registrants moving into the Competitive stream will have their Competitive category fee pro-rated by the Non-Competitive fee. No fee discounts shall be applied after March 31<sup>st</sup>.
- e) No fee discount shall be applied to new Non-Competitive registrations after March 31<sup>st</sup>.

#### 4.5 REGISTRATION CLASS: SUMMER

**TYPE(S):** Summer - Summer Association

**Summer – Swimming Canada Age Group**

**DEFINITION:** **Summer- Association** registration category is targeted for summer swimming association member who plan ONLY to compete in Summer Swimming Association sanctioned competitions.

**Summer – Swimming Canada Age Group** registration category is targeted for summer swimming association members who plan to compete in the summer swimming association sanctioned competitions AND in non-National level Swimming Canada sanctioned competitions during the applicable period May 1 through August 31.

**ELIGIBILITY:** Participants of a Summer Swimming Association who are registered in the Swimming Canada registration system.

**VALID:** May 1 through August 31

- a) Summer Swimming Registration Fees are set by the applicable Summer Swimming Association
- b) Provincial Fees are set by the Provincial Section
- c) Summer Provincial Registration Fees are set by the Provincial Section
- d) Swimmers wishing to compete in any Swimming Canada National Competitions, must register in the appropriate Swimming Canada Competitive Category.
- e) Swimmers in the Summer- Swimming Canada Age Group Registration Category are not permitted to regularly train with a Swimming Canada Age Group club and will not be included in any Swimming Canada rankings.

#### 4.6 REGISTRATION CLASS: MASTERS

**TYPE(S):** MSC (Masters Swimming Canada)

**MSC-Open**

**DEFINITION:** Registration category Masters MSC is targeted for Masters swimmers participating in Masters only events.

Registration category Masters MSC-Open is targeted for Masters registered swimmers who wish to compete in Masters events and Swimming Canada sanctioned events

**ELIGIBILITY:** Masters registration categories are limited to swimmers aged 18 & over

**VALID:** September 1 through August 31

- a) MSC allows for registration with more than one club. The second and subsequent registrations must reflect the same Swimmer ID number.
- b) Masters swimmers registered in the Masters MSC-Open category are not eligible to compete at Swimming Canada National Competitions. Participation is limited to events where the meet information package indicates that the event is open to Masters MSC-Open category registrants who accept that the Swimming Rules of Swimming Canada will preside over the event.





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- c) Each Province will determine if their respective provincial events are open to Masters MSC-Open registrants
  - d) SNC sets the SNC fee for each Masters category registration
  - e) Provincial Sections and/or Provincial MSO's set the Provincial fees.
  - f) Masters swimmers registering in the Masters MSC-Open Category will automatically be registered concurrently in the Masters MSC category

#### 4.7 **REGISTRATION CLASS: Limited Event**

**TYPE:** Limited Event registration

**DEFINITION:** The Limited Event registration is targeted as a single competitive event registration into an external organization's event, which is sanctioned by Swimming Canada. (i.e. Canada Games, North American Indigenous Games, World Police and Fire Games, Open Water Events)

**ELIGIBILITY:** Eligible participants into the specific external organization's sanctioned event, swimmers are registered by the PSO into the event designated as 'Other' type

**VALID:** valid for the duration of the approved single sanctioned event

- a) A sanctioned 'Other' type Event entity, accepting registrations for the single competitive event can only be set up in the registration system by the Provincial or National Registrar.
- b) This registration type is limited to a single entry of participants, not currently registered in FINA, Swimming Canada., PS, Club programs, into the sanctioned Provincial, National or International competition or event, including open water events.
- c) The respective Provincial Registrar is designated as the registrar for the event.





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## NATIONAL REGISTRATION PROCEDURES AND RULES – COACHES

### 1. Purpose:

The national registration process serves to both ensure membership compliance and to track and monitor the demographic profile of Swimming Canada for the purposes of strategic planning, reporting, risk management and programming. The registration cycle begins annually on September 1st and ends on August 31st.

### 2. Overview:

#### **REGISTRATION CLASS: COACH**

##### **CATEGORIES (6):**

- A1** Head Coach attending Swimming Canada National Competitions
- A2** Head Coach Provincial level events; not permitted to attend Swimming Canada National Competitions.
- B** Assistant Coach attending Swimming Canada National Competitions;
- C** Assistant Coach attending Provincial and Invitational events;
- D** Non-competitive coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club coach.
- E** Associate Coach (*Swimming Canada / PSO use only, see information below*)

*VALID: registration valid September 1 to August 31*

### 3. Rules and Procedures:

- 3.1. All Coaches working with registered Swimming Canada swimmers must register annually as a Coach via the Swimming Canada online registration system, prior to becoming active in a coaching position.
- 3.2. The coach registration process is initiated in the online registration system by a club Registrar and requires the coach to meet the registration requirements of Swimming Canada, the CSCTA and the Provincial Section.
- 3.3. Registration is complete when the Swimming Canada, CSCTA and Provincial Section registrations have been processed fully in the online registration system and the coach has met the minimum certification qualifications as state below and full payment has been made. The status will show in the system as *Registered*
- 3.4. All coaches must be a minimum of 15 years of age to actively coach in a Swimming Canada affiliated program.
- 3.5. The registration period for coaches is September 1 to August 31 of each competitive season.
- 3.6. Coaches working with Swimming Canada registered swimmers must be registered in the A1, A2, B, C or D category.
- 3.7. It is incumbent upon the Coach to manage their certification levels.



Minimum Certification Prerequisites for Coach Registration Categories (chart)

Category	Minimum Certification Prerequisites for Coach Registration Category	Event Level
A1	<p><b>Senior Coach (Level 3) IN TRAINING =</b>            Complete Multi-Sport Competition Development modules – Coaching &amp; Leading Effectively, Developing Athletic Abilities, Psychology of Performance, Managing Conflict, Prevention and Recovery, Leading Drug Free Sport and the Swimming 301 pre-course workbook  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></p>	<p>Head Coach attending Swimming Canada National Competitions            *excluding Independent coaches registered in the A1 Category</p>
B	<p><b>Age Group Coach (Level 2) IN TRAINING =</b>            Complete Multi-Sport Competition Introduction modules – Design a Basic Sport Program, Basic Mental Skills, Teaching and Learning and the Swimming 201 pre-course workbook  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></p>	<p>Assistant Coach attending Swimming Canada National Competitions            *excluding Independent coaches registered in the B Category</p>
A2	<p><b>Fundamentals Coach (Level 1) TRAINED (Not more than one year) =</b>            Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></p> <p><b>Fundamentals Coach (Level 1) CERTIFIED =</b>            Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></p>	<p>Head Coach attending Provincial Meets.            Not permitted to attend Swimming Canada National Competitions</p>
C	<p><b>Fundamentals Coach (Level 1) TRAINED (Not more than one year) =</b>            Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></p> <p><b>Fundamentals Coach (Level 1) CERTIFIED =</b>            Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></p>	<p>Assistant Coach attending Provincial and Invitational Events            Not permitted to attend Swimming Canada National Competitions</p>
D	<p><b>Fundamentals Coach (Level 1) IN TRAINING =</b>            Successfully complete Swimming 101 pre-course workbook  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a>            Or  <b>Swimming Teacher IN TRAINING =</b>            Red Cross Water Safety Instructor or I Can Swim Teacher or Lifesaving Instructor NCCP application has been received and Make Ethical Decisions training is complete.  <a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a>            Or  <b>Community Sport TRAINED (Not more than two years)</b>  <a href="https://www.swimming.ca/content/uploads/2015/10/certification-pathway-community-sport.pdf">https://www.swimming.ca/content/uploads/2015/10/certification-pathway-community-sport.pdf</a></p> <p><i>This is the default category for Coaches from other organizations such as Triathlon, Special Olympics etc., where they do not have a valid Swimming Canada NCCP certification</i></p>	<p>Non-competitive Coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club Coach.</p>
E	<p><b>No minimum certification prerequisites</b>  <i>Swimming Canada and Provincial Registrar use only</i></p>	<p>Attending only NCCP certification or other education events</p>

3.8. Swimming Canada National Competitions include:



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- TRIALS for Olympic, World, Commonwealth, Pan Pacific, Pan American Games;
  - TRIALS for Paralympic, World Para Swimming, Para Pan Pacific, Para Pan American Games;
  - Canadian Swimming Championships;
  - Speedo Eastern Championships and Speedo Western Championships
  - Canadian Junior Swimming Championships;
  - Can Am Para-swimming Championships;
- 3.9. All returning Coaches (all categories) have until November 30<sup>th</sup> to become at a minimum Swimming Teacher CERTIFIED or Fundamentals Coach Level 1 CERTIFIED.
- 3.10. First year Coaches (all categories) have until November 30<sup>th</sup> to complete the following:
- a) Community Sport Coach course to achieve Community Sport Coach IN-TRAINING status OR
  - b) Be registered in a Swimming 101 course and complete the Swimming 101 Pre-Course Workbook to achieve Fundamentals Coach (Level 1) IN-TRAINING status OR
  - c) Complete at least one of the following: Red Cross WSI / I Can Swim Teacher/Lifesaving Society Swim Instructor and Lifesaving Instructor application to achieve 'Swimming Teacher in-training' status.
- 3.11. First year coaches referred to in the previous point (3.10) are not eligible to coach at any sanctioned competition unless they are being mentored and accompanied by a coach certified at a higher level.
- 3.12. Community Sport Coaches and Swimming Teacher IN-TRAINING coaches are not eligible to attend any sanctioned competition unless being supervised and accompanied by a mentor coach certified at a higher level.
- 3.13. Swimming 101 candidates are eligible to attend sanctioned competitions once the Swimming 101 course has been completed.
- 3.14. A Community Sport Coach may coach two swimming seasons at this level, and prior to November 30 of their third swimming season must progress to Fundamental Coach (level 1) IN-TRAINING status.
- 3.15. Red Cross WSI / I Can Swim Teacher/Lifesaving Society Swim Instructor and Lifesaving Instructor candidates have until November 30<sup>th</sup> of their second year to become, at a minimum, Swimming Teacher CERTIFIED.
- 3.16. Swimming 101 Candidates have until November 30<sup>th</sup> of their second year to become, at a minimum, Level 1 Fundamentals Coach CERTIFIED.
- 3.17. First year coaches beginning after November 30<sup>th</sup> have 30 days to complete the Community Sport Coach course to achieve Community Coach IN-TRAINING status OR Swimming 101 Pre-Course Workbook to achieve Fundamentals Coach IN-TRAINING status OR complete the Red Cross WSI / I Can Swim/Lifesaving Society Swim Instructor and Lifesaving Instructor application to achieve Swimming Teacher IN-TRAINING status.
- 3.18. It is recommended that Community Sport Coaches and Swimming Teacher IN-TRAINING coaches not attend sanctioned competitions unless being supervised by a mentor coach certified at least one level above.
- 3.19. Coaches who plan to challenge an NCCP certification must submit all of the requirements as part of the challenge process and pay the appropriate challenge fee before November 30<sup>th</sup> in order to register with Swimming Canada. Coaches starting work with a Club for the first time after November 30<sup>th</sup> have 30 days to complete, submit and pay the appropriate Challenge fee.
- 3.20. Coaches who have completed the Coach Challenge process and have been granted IN-TRAINING or TRAINED status at a given level, will, for the purposes of this policy be considered CERTIFIED at the



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level below.

- 3.21. In the case of extraordinary circumstances, a coach that doesn't meet any of the aforementioned requirements may appeal to Swimming Canada for temporary access to a Swimming Canada designated meet.
- 3.22. A coach who does not meet any of the aforementioned requirements may appeal to their Provincial Section office for temporary access to Provincial Level meets.
- 3.23. Independent coaches who are not affiliated with any one club, may apply for registration directly to the Provincial Section or National Office. If approved, the PSO or NSO registrar can proceed with registration in registration category A1, A2, B, C, D for the purposes of this Independent Coach acting as a mentor Coach, or a consultant to Coaches, or a temporary substitute coach in the daily training environment of an affiliated club. An Independent Coach may also enroll in certification courses or professional development opportunities. A registered Independent coach will be limited to the following:
- a) An Independent Coach may serve as a substitute Coach or a mentor Coach, or a consultant to coaches in a daily training environment of an affiliated club within the province of their registration.
  - b) An Independent coach may take NCCP courses and professional development offered by Swimming Canada or the Provincial Sections.
  - c) An Independent Coach, may only attend Club level meets where the club Head Coach is present.
  - d) An Independent Coach, may attend Provincial meets as defined by the Provincial Sections.
  - e) An Independent Coach, registered in any Category, may not attend and coach swimmers at a Swimming Canada National Competition.
  - f) Should an Independent Coach wish to attend and coach swimmers at a Swimming Canada National Competition they must become registered with a club or transfer their registration to a club.
  - g) Should an Independent Coach, wish to provide coaching services outside of the province of their current registration, they must become registered as an Independent coach with the new Provincial Section in the appropriate category.
- 3.24. A Provincial section may have registration requirements in addition to the Swimming Canada requirements, which the coach is required to meet in order to become fully registered. A Provincial Section will register an Independent or Associate coach in the provincial Non-Club Coach entity which has been activated by the Provincial Registrar for this purpose as outlined in *Procedures and Rules - Club Code*, in this document (e.g. BCNCC, NBNCC; *Province Non-Club Coach*)
- 3.25. Provincial Coaches will be registered by the Provincial Registrar using the entity set up for this purpose as outlined in the *Procedures and Rules – Club Code*. Choose the registration category which matches the individual's duties and responsibilities. (registration entity example: SWIMBC, SWIMNL, FNQ)
- 3.26. NCCP Master Coach Developers, Learning Facilitators and Coach Evaluators who are not affiliated with a club will be registered by the Provincial Registrar in the entity set up for staff and Provincial coaches as outlined in the *Procedures and Rules – Club Code*. Choose the registration category which matches the individual's duties and responsibilities. (registration entity example: SWIMBC, SWIMNL, FNQ)
- 3.27. An Associate Coach is an individual/coach who is not affiliated or registered with any one club but who applies to the Provincial Section to become registered solely for the purposes of enrolling in coach education opportunities or receiving coach related communications from CSCTA, a PSO or Swimming Canada. Only a Provincial or National Registrar can process an Associate coach registration and only in registration category E.
- a) An Associate Coach shall not actively coach Swimmers, competitive or non-competitive, outside of the coach education opportunity.
  - b) An Associate Coach must register with a club if there is a need for interaction with Swimmers in order to further their coach education.





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## NATIONAL REGISTRATION PROCEDURES AND RULES – OFFICIALS

### 1. Purpose:

The national registration process serves to track and monitor the demographic profile of Swimming Canada for the purposes of strategic planning, risk management and programming. Registering officials is a means of tracking an officials' participation and certification progression.

### 2. Overview:

All Officials must be registered annually through the Swimming Canada online registration system by an Officials Administrator. Officials will not be required to pay a fee to register with Swimming Canada. A Provincial Officials registration fee may be set by the Provincial section.

#### **REGISTRATION CLASS: OFFICIAL**

**TYPES (5):**    **LEVEL I - Red pin**  
                      **LEVEL II - White pin**  
                      **LEVEL III - Orange pin**  
                      **LEVEL IV - Green pin**  
                      **LEVEL V - Blue pin**

**ELIGIBILITY:** Individual event volunteers and individuals pursuing officiating certification in order to provide officiating or volunteering at a sanctioned event

**VALID:** Registration valid September 1 to August 31

### 3. Procedure and Rules:

- 3.1 All Officials must be registered annually as an Official in the Swimming Canada online registration system within two weeks (14 days) of commencing activity as an Official.
- 3.2 The Club Registrar will submit an Additional User System Access Waiver to the PSO prior to assigning an Officials Administrator, or other club designate, to process the registration of Officials.
- 3.3 Those Officials not affiliated with a Club pursue their Swimming Canada Officials registration directly through their Provincial Swimming Organization.
- 3.4 The registration period for officials is September 1 to August 31 of each competitive season.
- 3.5 It is incumbent upon the Official to manage their certification levels.



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## NATIONAL REGISTRATION PROCEDURE & RULES – SWIMMER TRANSFERS

### 1. Purpose:

Whereas Swimming Canada has a vested interest in creating an environment where both clubs and registered individuals have reasonable opportunity to pursue success; and whereas Swimming Canada wishes to support the freedom of choice for a swimmer's training opportunities within reason and in support of the club system, it has been deemed appropriate to apply a nation-wide Swimmer Transfer Procedure to govern the movement of swimmers club to club and province to province.

### 2. Rules and Procedure:

The transfer process shall act as a formal mechanism to terminate a swimmer's affiliation with one club and to initiate his/her affiliation with a new club. A transfer is not only intended to relocate a swimmer's registration and competition history but to safeguard clubs and act as a preventative measure to dissuade swimmer recruitment, and to serve as a method to identify any financial conflicts/issues with a swimmer's previous club.

- 2.1 A swimmer may be registered with only one club and/or one varsity team. A swimmer may be registered with a varsity team only or with both a club and varsity team from September 1 to March 31. A swimmer may represent only one of these entities in a single competition.
- 2.2 A swimmer changing clubs at any time will complete the National Swimmer Transfer Procedure, even if a period of inactivity is involved.
- 2.3 A swimmer wishing to change clubs must make a request to the Club Registrar of the new club to begin the registration process which will initiate a transfer. An email transfer request is sent to the current (releasing) Club and the Provincial Section (PS).
- 2.4 The releasing Club will be defined as the last club that the swimmer was registered with; irrespective of how long ago the swimmer was registered with that club.
- 2.5 If the swimmer has no outstanding commitments (financial or other) to that club, the former club must release the swimmer immediately.
- 2.6 A transfer is effective on the date the approval is formally given by the Provincial Section.
- 2.7 Upon approval of the first transfer in the swimming season, by the releasing Club and Provincial Section, the swimmer may then represent his/her new club in a competition.
- 2.8 Second and subsequent transfers within the same swimming season (September 1 to August 31), following approval by the releasing Club and PS, shall be accompanied by a 60 day unattached status period where a swimmer is considered registered, but may not represent his/her new club in a competition (including scoring points or swimming in a relay) and must be entered into meets as "unattached - province" (i.e. UNBC, UNON, UNNS). Reference: National Club Code Procedures and Rules in this Manual
- 2.9 A swimmer transferring to a club in another Provincial Section (PS) will pay the full provincial and any upgrade fees, if applicable, of the new PS. For transfers April 1<sup>st</sup> onwards, Provincial Sections have the authority to apply swimmer reduction fees. The Swimming Canada fee will not be charged twice.
- 2.10 A swimmer who has been suspended by the Club, Province or SNC is required to follow the *National Suspended Swimmer Procedure and Rules* contained in this manual.

#### Notes:

- > These transfer rules apply only to transfers between Age Group Clubs. Swimmers moving between an Age Group Club and a University, Masters or Summer Club are not considered transfers.
- > These transfer rules state that the former (or releasing) club will be defined as the last club that the swimmer was registered with; irrespective of how long ago the swimmer was registered with that club. For example: registering with a new club at the start of a season is considered the first transfer for that season, any subsequent transfers would require a period where the swimmer would not be eligible to represent the new club in a competition for 60 days. See: *National Procedures and Rules – Club Codes* in this manual, for clarification of club code use.

### 3. Procedure for registrants of a suspended club to transfer

- 3.1 Registrants of a suspended club are eligible to transfer to another club as per the National Transfer Procedure and Rules.



- 3.2 The transfer of a registrant from a suspended club is initiated by the receiving club when registering a swimmer. In this case the Provincial Registrar has the authority to release the swimmer and process the transfer.
- 3.3 In the instance of transfers from a suspended club, Swimming Canada has the authority work with the PSO to waive the transfer count for the swimmers.





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## NATIONAL REGISTRATION PROCEDURE AND RULES - CROSS PROVINCE SWIMMER REGISTRATION

### **1. Purpose:**

Whereas Swimming Canada wishes to support both the choice for a swimmer's training opportunities and provincial jurisdiction related to membership, it has been deemed appropriate to apply a nation-wide Cross-Province Registration Procedure to govern the registration of swimmers from one province to a club in a non-resident province. The National Swimmer Transfer Procedure must be complied with for all potential cross-province swimmer registrations involving the transfer of a registered swimmer or a formerly registered swimmer.

### **2. Cross Province Swimmer Registration Rules and Procedure:**

This procedure shall act as a formal mechanism to initiate a swimmer registration with a club in a different provincial jurisdiction than their permanent provincial residence.

- 2.1 Swimmers wishing to register or transfer to a club in a different provincial jurisdiction from their permanent residence must provide notice of their intent to the National Registrar and the Provincial Registrar of their home residence.
- 2.2 Swimmers wishing to register or transfer to a club in a different provincial jurisdiction must be a member-in-good-standing in the province in which they are currently registered with and must demonstrate that the majority of training shall be on-site with the new club. An email from the Head Coach of the "receiving club" outlining the on-site training expectations to both the national and provincial registrars shall fulfill the requirement. Pending successful proof of this requirement, the registration or transfer request shall not be unreasonably withheld.
- 2.3 Swimmers wishing to register or transfer to a satellite program of a club in a different provincial jurisdiction shall only be considered if the satellite program and the root club are within 100km of one another.
- 2.4 Swimmers who cannot demonstrate that the majority of training will be done with the proposed new club will be denied the opportunity to register with that club/province.
- 2.5 Age Group swimmers from a geographic location where the closest affiliated Swimming Canada club is in a different provincial jurisdiction; and where the closest affiliated club in the swimmer's home provincial jurisdiction is greater than 100 km away; may apply to the national registrar for consideration.
- 2.6 This Procedure does not apply to the following situations where specific Swimming Canada rules shall govern:
  - a) Swimmers competing in the U SPORTS/NCAA.
  - b) Swimmers enrolled in a graduate studies program and who are post U SPORTS/NCAA eligible.
  - c) Swimmers who are Canadian citizens and permanently residing outside of Canada.
  - d) Swimming Canada High Performance Centres or NextGen Program.
  - e) Masters swimmers



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## NATIONAL REGISTRATION PROCEDURE AND RULES - SUSPENDED SWIMMERS

### 1. Purpose:

Whereas Swimming Canada has a vested interest in creating an environment where both clubs and individuals have reasonable opportunity to pursue success; and whereas Swimming Canada wishes to support disciplinary actions imposed by the Clubs and the Provincial Sections on its members, it has been deemed appropriate to apply a nation-wide Suspended Swimmer Procedure.

### 2. Suspended Swimmer Procedure:

The Suspended Swimmer process shall act as a formal mechanism to support disciplinary actions imposed by a Club or Provincial Section on their members.

- 2.1 Clubs who have suspended a member from entering competitions must inform the Provincial Registrar, who will consult with the Provincial Section ED. The Provincial Registrar has the authority to activate the swimmer's *suspended status* in the membership database.
- 2.2 A swimmer with a *suspended status* will be prohibited from entering a sanctioned competition.
- 2.3 A swimmer with a *suspended status* will retain his/her training privileges and is entitled to insurance privileges unless otherwise noted in the terms of their suspension.
- 2.4 A swimmer with a *suspended status* wishing to change clubs must make a request to the Club Registrar of the new club to initiate a transfer. The Club Registrar of the receiving club must provide notice of their intent to the Provincial Registrar. The Provincial Registrar has the sole authority to initiate this transfer and will do so only after discussion with the current (releasing) club.
- 2.5 Once the swimmer's suspended status is removed by the club, a club official must inform the Provincial Registrar who will consult with the Provincial Section ED and has the authority to remove the *suspended swimmer status*.
- 2.6 Upon determining that a swimmer suspension will be imposed a time period (start date and end date) shall be defined.
- 2.7 The *suspended swimmer status* will not be carried over from one swimming season (September 1 to August 31) to the next season without reassessment by the Provincial Section ED
- 2.8 The specific actions which brought on the need for a suspension as a disciplinary action will affect the basic suspension terms listed in the points above.



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## REGISTRATION PROCEDURE AND RULES – CANADIAN SWIM COACHES AND TEACHERS ASSOCIATION - CSCTA

### (Special Interest Group Member)

#### 1. Purpose:

Swimming Canada's national registration process serves to track and monitor the demographic profile of the Swimming Canada membership for the purposes of strategic planning, reporting and programming. As per the By-Laws of Swimming Canada, the application for membership requires the following procedures and rules to be met. The membership cycle begins annually on September 1st and ends on August 31st.

#### 2. Procedure and Rules:

- 2.1 As a Special Interest Group member, the CSCTA must register annually with Swimming Canada's National Registrar. The required information is contained in this document. The authority over its members and the rights and responsibilities of members are defined in the Bylaws and Policies of the CSCTA.
- 2.2 Swimming Canada's long standing partnership with the CSCTA requires registered coaches working with a Swimming Canada affiliated club or organization to also become registered with CSCTA.
- 2.3 The following submissions are required annually from CSCTA to Swimming Canada via the National Registrar:
  - a) The CSCTA is required to notify the Swimming Canada National Registrar of any changes to their respective coach types or categories annually by August 15th for updating in the online system
  - b) Office, Staff and Board of Directors contact information or link to the location online
  - c) Audited financial statements (most recent)
  - d) Annual General Meeting minutes or link to the online location
  - e) Updates to Constitution, Bylaws and Policy Manuals or link to the location online
  - f) Confirmation of previous season annual membership statistics at August 31<sup>st</sup> (prior to September 30<sup>th</sup>)

#### 3. Coach Registration Categories:

- TYPES (5):**
- A1** Head Coach attending Swimming Canada National Competitions;
  - A2** Head Coach at Provincial level events not permitted to attend Swimming Canada National Competitions);
  - B** Assistant Coach attending Swimming Canada National Competitions;
  - C** Age Group Assistant Coach attending Provincial and Invitational events;
  - D** Age Group Non-competitive coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club coach.
  - E** Associate Coach (Swimming Canada / PSO Registrar use only)

See: *National Registration Procedures and Rules - Coach Registration* within this manual



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## REGISTRATION PROCEDURE AND RULES– MASTERS SWIMMING CANADA - MSC (Special Interest Group Member)

### 1. Purpose:

Swimming Canada's national registration process serves to track and monitor the demographic profile of the Swimming Canada membership for the purposes of strategic planning, reporting and programming. As per the By-Laws of Swimming Canada, the application for membership requires the following procedures and rules to be met. The membership cycle begins annually on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.

### 2. Procedure and Rules:

- 2.1 As a Special Interest Group member, MSC must register annually with the Swimming Canada National Registrar. The required information is contained in this document. The authority over its members and the rights and responsibilities of members are defined in the Bylaws and Policies of MSC.
- 2.2 Swimming Canada's membership fee for MSC is based on the number of registered swimmers per season as outlined in the Fees section of this manual.
- 2.3 The following submissions are required annually from MSC to Swimming Canada via the National Registrar:
  - a) Office, Staff and Board of Directors contact information or link to the online location
  - b) Audited financial statements (most recent)
  - c) Annual General Meeting minutes or link to the online location
  - d) Updates to Constitution, Bylaws and Policy Manuals or link to the online location
  - e) Confirmation of previous season annual membership statistics for each province as of August 31<sup>st</sup> (prior to September 30<sup>th</sup>)
  - f) In the event that MSC collects fees on behalf of Swimming Canada, MSC will forward the fees collected to Swimming Canada no later than October 31 of each year
- 2.4 Masters Type Registration Categories are limited to swimmers aged 18 & older at the time of registration.

### 3. Masters Type Registration Categories:

- Masters MSC
- Masters MSC-Open

See: *National Registration Rules and Procedures - Swimmer Registration* within this manual for specific category details.



## FORMS

### PERMANENT NON-RESIDENT SWIMMER REGISTRATION FORM

#### **For Canadian Citizens, Born in, or Outside of Canada, and Permanently Residing Outside of Canada with intentions of being considered for selection to a National Team**

To be eligible to register with Swimming Canada as Unattached (UNCAN) the applicant is required to submit government issued proof of permanent residency in a country outside of Canada or a notarized letter from the country confirming permanent residency in a country outside of Canada, proof of permanent address of residence and a copy of current Canadian passport.

#### **Swimmer Information**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
Birth date: (mm/dd/yyyy) \_\_\_ / \_\_\_ / \_\_\_\_\_ Gender: (m) \_\_\_ (f) \_\_\_  
Address: street: \_\_\_\_\_ city: \_\_\_\_\_  
state: \_\_\_\_\_ country: \_\_\_\_\_  
postal code: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Telephone: home: \_\_\_\_\_ other: \_\_\_\_\_  
Canadian Passport Number: \_\_\_\_\_ (*Attach photocopy of current passport*)

Have you been selected to a National Team and represented a country other than Canada in an international competition? Yes \_\_\_ No \_\_\_

If yes, which country? \_\_\_\_\_

Which competition? \_\_\_\_\_ Which year? \_\_\_\_\_

#### **Parent / Guardian Information (applies to swimmers under 18 years of age)**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
Address: street: \_\_\_\_\_ city: \_\_\_\_\_  
state: \_\_\_\_\_ country: \_\_\_\_\_  
postal code: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Telephone: home: \_\_\_\_\_ other: \_\_\_\_\_

#### **Payment & Information:**

- Annual registration fee for non-resident Canadian Unattached status with SNC is **\$100.00 CAD**. The registration period is September 1 to August 31.
- Out of Country sport medical insurance is the responsibility of the registrant and is not provided.
- Swimmer's club code and name for meet entries will be **UNCAN** (Unattached Canada)
- Swimmer is required to notify Swimming Canada if the swimmer will use the club code designation: UNCAN at a FINA affiliate sanctioned competition outside of Canada.
- Please complete the credit card information below or attach and submit a cheque or money order.

Please note: *Registration process must be completed 30 days prior to a Trials competition to be eligible to enter.*

VISA / MasterCard #: \_\_\_\_\_ expiry date (mm/yy) \_\_\_ / \_\_\_

Name on card: \_\_\_\_\_ card security code \_\_\_\_\_

Submit application to National Registrar at [natloffice@swimming.ca](mailto:natloffice@swimming.ca)



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**PRIVACY POLICY COMPLIANCE FORM: SWIMMING CANADA UNATTACHED;  
PERMANENT NON-RESIDENT CANADIAN**

Swimming Canada protects and keeps confidential all personal information of its members.

The collection of personal information shall be limited to that which is necessary for the purposes identified by Swimming Canada below. Information shall be collected by fair and lawful means.

Except as set out in the Swimming Canada Privacy Policy, personal information is not disclosed to third parties without prior consent from the member or their parent/guardian. Signed consent forms are kept on file until such time as a member wishes to withdraw consent or leaves the organization.

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**REGISTRATION CONSENT FORM  
Swimming Canada – UNATTACHED; non-resident Canadian**

Swimmer's Name: \_\_\_\_\_ (the "Swimmer")

Registration Number (if registered in prior season): \_\_\_\_\_

**Please carefully read, complete and sign this form.  
A parent or legal guardian must sign for those swimmers under the age of 18.**

The Canadian *Personal Information Protection & Electronic Documents Act* requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to Swimming Canada from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Association. These purposes include registration, insurance coverage, training and competition participation, competition results' publication, rankings publication and:

- a) ensuring swimmers train and compete in an age appropriate environment;
- b) establishing athlete eligibility for selection to swim teams;
- c) establishing pertinent medical records and baseline performance data to assist coaching decisions in a national team competitive or training setting;
- d) reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- e) reporting and publishing athletes' names, genders, ages, club affiliations on Swimming Canada webpages or in results, news releases and ranking reports; and
- f) making direct contact with swimmers as necessary for the operations of Swimming Canada.

Swimming Canada complies with the obligation and responsibility to the World Anti-Doping Agency - WADA (or its agents) to provide information upon request. Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing.

Complete texts of the Swimming/Natation Canada Privacy Policy (the "Policy") may be found on the Swimming Canada website [www.swimming.ca](http://www.swimming.ca) at: <https://www.swimming.ca/Privacy>.



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Should a swimmer wish to review their personal information held by Swimming Canada, they must make a request to the Organization pursuant to its Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policy. Such a withdrawal however, may require the cancellation of registration with and suspension of activities with Swimming Canada.

All swimmers or their parent or legal guardian must sign a copy of this consent form.

I hereby consent to the collection and use of my personal information as described above.

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Signature of Swimmer (18 or older)  
or Parent/Guardian

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Date

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Print name and relationship to Swimmer  
(if signed by Guardian)



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## PROVINCIAL SECTION PRIVACY POLICY COMPLIANCE DECLARATION

Swimming Canada is governed by the *Personal Information Protection and Electronic Documents Act* (PIPEDA) in matters involving the collection, use and disclosure of personal information.

Swimming Canada requests the consent of its registrants to collect and use personal information primarily for registration and performance purposes. Personal registration information shall include name, address, date of birth, gender, club affiliation, para-swimming classification (if applicable), aboriginal declaration (if applicable), citizenship status, address, e-mail addresses, telephone numbers, officials certification qualifications.

Provincial Sections are subsidiaries of Swimming Canada for reporting purposes under the Swimming Canada Privacy Policy. Because PS's have a more direct relationship with registrants, PS's shall, by way of the clubs, obtain the consent of members to collect and disclose to Swimming Canada, personal information solely for the purposes identified in the Swimming Canada Privacy Policy.

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## PROVINCIAL SECTION PRIVACY POLICY COMPLIANCE DECLARATION

*In accordance with the Swimming Canada Privacy Policy, the swim club Registrar shall be responsible for obtaining a signed form from each registrant, swimmer or parent/guardian consenting to the collection and use of personal information, prior to registration each year. The club registrar shall keep the signed consent forms on file at the club office.*

*Each PS shall provide Swimming Canada with a signed declaration that personal information received from its members shall be disclosed with consent for the purposes of Swimming Canada as identified in the Swimming Canada Privacy Policy. <https://www.swimming.ca/Privacy>*

**PROVINCIAL SECTION:** \_\_\_\_\_

Hereby declares that personal information received from registrants shall be disclosed with consent for the purposes of Swimming Canada as outlined in the Swimming Canada Privacy Policy and in compliance with the federal *Personal Information Protection and Electronic Documents Act* or the provincial privacy laws, if more stringent than PIPEDA.

Name of Provincial Registrar: \_\_\_\_\_

Signature of Executive Director or PS Registrar: \_\_\_\_\_

Date: \_\_\_\_\_





## Club Registrar Compliance Declaration – template

**Template** \*WORD version available from National Registrar

Complete and fax, scan and email or mail to (PSO) for Registration site access

(PSO name)'s registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for personal information from people outside the (province) swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and that the information will be used according to the purposes that were expressed to the registrant upon collection.

The club Registrar is the primary custodian of the registration data for each club. The club Registrar's direct resource for guidance or assistance is the Provincial Registrar. The club Registrar assigns Meet Manager and Officials Administrator access. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the club's Registrar can complete and submit an *Additional User Waiver Application* to the (PSO) Executive Director requesting user access for an additional user from within their organization. The club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The club Registrar is responsible for removing access to the system access for inactive users.

Registrants can view, correct and/or update their personal information within the database at any time by accessing their information in system with their username and password as created by them during their 'final step' of registration.

Upon completion of club's annual affiliation with (PSO) including submission of this waiver, the registrar will be given password protected access to the Swimming Canada National Registration site in order to begin the club's registration process for the season.

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### DECLARATION

As Registrar for my club I agree that I will not share my username and password for the registration system with anyone without the consent of (PSO). I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Privacy Acts; I will use the system as it is intended, for the purposes of maintaining the club registration data with (PSO). I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and that each registrant is required to complete the registration process by confirming their recorded personal information in the 'final step' of online registration.

CLUB NAME: \_\_\_\_\_

Registrar's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Registrar's email: (required for access) \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_



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## ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION - TEMPLATE

**Template** \*WORD version available from National Registrar

*Complete form and fax, scan and email or mail to (PSO) for Registration site access*

(PSO name)'s registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for personal information from people outside the (province) swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and that the information will be used according to the purposes that were expressed to the registrant upon collection.

The club Registrar is the primary custodian of the registration data for each club. Additionally, there may be a requirement for another representative in the organization to access the online system. As the primary custodian, the club's Registrar must use this form to apply in writing, to the Executive Director of (PSO), for additional user online system access.

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### COMPLIANCE DECLARATION

As a representative for my club I agree that I will not share the access code to the Online Registration system with anyone without the consent of (PSO). I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: \_\_\_\_\_

Additional User Name & Phone number: \_\_\_\_\_

Additional User Signature: \_\_\_\_\_

Additional User Email (required for access) \_\_\_\_\_

Please state the purpose for which access to the online system is required: (Team Manager, Officials Administrator etc.)

\_\_\_\_\_

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_



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## Personal Information Protection & Electronic Documents Act

### SWIMMER REGISTRATION CONSENT FORM – PSO TEMPLATE

Club Name \_\_\_\_\_

Registrant Name \_\_\_\_\_

#### **Please Read Carefully; complete and sign this form.**

A Parent or Legal Guardian must sign for those registrants under the age of 18.

The Canadian Personal Information Protection & Electronic Documents Act (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club, the Province and/or Swimming Canada. These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result and ranking publication and:

- a) Ensuring swimmers train and compete in an age appropriate environment;
- b) Establishing athlete eligibility for selection to swim teams;
- c) Establishing pertinent medical records and baseline performance data to assist coaching decisions in a national team competitive or training setting;
- d) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- e) Reporting and publishing athletes' name, gender, age, club affiliation on Swimming Canada web pages or in results, news releases and ranking reports and;
- f) Making direct contact with registrants, volunteers and staff as necessary for the operations of the Club, [Provincial Section](#) and Swimming Canada.

Swimming Canada complies with the obligation and responsibility to the World Anti-Doping Agency - WADA (or its agents) to provide information upon request.

Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing.

Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or the "Policies") may be found for Swimming Canada at: <https://www.swimming.ca/Privacy> and for the [Provincial Section](#) at [add website location](#)

Should a registrant wish to review their personal information held by the Club, [Provincial Section](#), or Swimming Canada they must make a request to the appropriate organization pursuant to that organization's Policy. Further, registrants may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of registration with and suspension of activities with the Club, [Provincial Section](#) and Swimming Canada. All registrants or their legal guardian must sign a copy of this form each season.

**I hereby consent to the collection and use of personal information as described above.**

\_\_\_\_\_  
Signature of Registrant (age 18 or older) or Parent/Guardian      Date



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## Personal Information Protection & Electronic Documents Act OFFICIALS REGISTRATION CONSENT FORM – PSO TEMPLATE

Club Name \_\_\_\_\_

Registrant Name \_\_\_\_\_

### **Please Read Carefully; complete and sign this form.**

A Parent or Legal Guardian must sign for those registrants under the age of 18.

The Canadian Personal Information Protection & Electronic Documents Act (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information.

The personal information provided at registration will be used for the purposes reasonably associated with officiating activities conducted by the Club, PSO and/or Swimming Canada. These purposes include national, provincial, and event registration, insurance, certification, and event participation, and:

- a) Reporting and publishing name, certification level, gender, club affiliation on Swimming Canada web pages or news releases and reports and;
- b) Compiling statistical reports
- c) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- d) Making direct contact with registrants, volunteers and staff as necessary for the operations of the Club, [Provincial Section](#) and Swimming Canada.

The personal information collected will include name, gender, and year of birth, contact information, club of affiliation, certification level and progression.

Swimming Canada complies with the obligation and responsibility to the World Anti-Doping Agency - WADA (or its agents) to provide information upon request.

Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing.

Complete texts of the Privacy/Personal Information Policies (variously the “Policy” or the “Policies”) may be found for Swimming Canada at: <https://www.swimming.ca/Privacy> and for the [Provincial Section](#) at [website](#)

Should a registrant wish to review their personal information held by the Club, [Provincial Section](#), or Swimming Canada they must make a request to the appropriate organization pursuant to that organization’s Policy. Further, registrants may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of registration with and suspension of activities with; the Club, [Provincial Section](#) and Swimming Canada. All registrants or their legal guardian must sign a copy of this form each season.

**I hereby consent to the collection and use of personal information as described above.**

\_\_\_\_\_  
Signature of Registrant (age 18 or older) or Parent/Guardian

\_\_\_\_\_  
Date

Swimming Canada may, at its discretion at any point, request a valid Police Records Check (PRC) or Vulnerable Sector Check (VSC) or similar, from any registrant. Upon official notice of request the registrant has 30 days to comply or will be suspended in the interim until provided. The results of the PRC or VSC or similar will be reviewed to determine whether or not the registrant may continue to be active with Swimming Canada. Any person appearing on any National Sex Offender Registry is not eligible to register, or participate in any capacity; paid or unpaid.