NATIONAL REGISTRATION PROCEDURES AND RULES MANUAL
MAY 31, 2019
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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 General 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 type E) solely for the purposes of enrolling in coach education opportunities or receiving coach related communications from CSCTA, a Provincial Section or Swimming Canada;

“Club” is an organized swimming club consisting of Swimmers registered with a Provincial Section Member, whose main objective is the instruction and/or participation in competitive swimming;

“Coach” is a person registered with a Swimming Club and/or a Provincial Section Member, and/or the Corporation who is certified or “trained” or “in-training status” by the Coaching Association of Canada under the National Coaching Certification Program and who is registered with the CSCTA. For further clarity, a coach means a duly registered individual who meets the coaching certification requirements of Swimming Canada;

“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 RTR. A College/CEGEP Team is considered a separate entity than a registered Swimming Canada Age Group Club;

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

“CSCTA” means the Canadian Swimming 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 in the RTR 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;

“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 RTR, ineligible for a meet sanction and unable to enter swimmers into a competition;

“Inactive” 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;

“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 type 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;

“Masters Club” means a club registered with Swimming Canada and the Provincial Section;
“Masters Swimmer” means a registrant choosing to register in a Masters type; 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;

“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 type after the completion of the Varsity season on April 30;

“Non-Compliant Coach” means a coach who has not met the registration requirements set by Swimming Canada and the Provincial Section within the timelines;

“OCRC” refers to the Officials, Rules and Competitions Committee. The OCRC is responsible for matters relating to officiating in the sport of swimming in Canada;

“Official” means a person acting as an official for competitive swimming competitions. For further clarification, an 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;

“Outstanding Financial Commitment” means any outstanding expenses that are directly related to swimming. This includes unpaid invoices for competition related expenses, unpaid invoices for team clothing, fees, etc.;

“Personal Information Protection and Electronic Documents Act (PIPEDA)” refers to the Canadian law relating to data privacy

“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 who have applied for, or have been nominated in the case of a Swimming Club, for registration as a Registrant with the Corporation, who have agreed to abide by the Corporation’s By-laws, policies, rules and regulations and who have been accepted as a Registrant with the Corporation;

“Registration” and all references to “register”, “registered” means the registration of a registrant upon payment of such registration fees 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;

“Registration, Tracking and Results System (RTR)” means Swimming Canada’s national online database;

“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;

“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 until registration has been reinstated to;
“Suspended Official” means an official whose registration has been suspended as a result of a disciplinary action initiated and/or approved by the Club, PS and Swimming Canada. Suspended officials may not participate in any interaction or activity with Swimming Canada registrants until registration has been reinstated;

“Suspended Swimmer” means a swimmer whose registration has been suspended as a result of a disciplinary action initiated and/or approved by the club, PS or Swimming Canada. Suspended swimmers are prohibited from entering sanctioned competitions until registration has been reinstated;

“Swimmer” is a person registered with a Swimming Club and/or a Provincial Section Member, and/or the Corporation whose main objective is participation in competitive swimming;

“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;

“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 (RSEQ) and affiliated with a Provincial Section. A Registered Varsity Team is considered a “Club” in the RTR. A University Team is considered a separate entity than a registered Swimming Canada Age Group Club;
REGISTRATION SAFETY POLICY AND PROCEDURES

1. Any member, registrant and/or volunteer, upon registration or participation in any role with Swimming Canada, is committing to behaviour in compliance with the Code of Conduct and Professional Ethics Policy of Swimming Canada and equivalent documents from the PS’s and Special Interest Group Members (where applicable).

2. Swimming Canada shall in its discretion publish the name, offence and sanction resulting from an investigation and/or discipline process where any registrant, member or any other person is found to have breached any of the Swimming Canada Policies including but not limited to the Code of Conduct and Professional Ethics Policy.

   2.1. In addition, where serious misconduct is alleged which affects the individual’s ability to participate in Swimming Canada events in a safe, non-discriminatory, and ethical manner, including but not limited to conduct which results in the laying of criminal charges, Swimming Canada may impose an interim suspension against the individual and publish notice of such interim suspension pending the outcome of an investigation and disciplinary process and/or criminal proceeding.

3. Screening

   3.1. Swimming Canada will publish screening requirements for various registration categories which may include a valid Police Records Check (PRC) or Vulnerable Sector Check (VSC) or similar.

   3.2. In addition, Swimming Canada may request updated screening information (PRC, VSC or similar) at any time. Upon official notice of request, the registrant has 30 days to comply or will be suspended in the interim until provided.

   3.3. The results of this requested PRC, VSC or similar will be reviewed by the CEO or their designate to determine whether the registrant may continue to be an active registrant with Swimming Canada.

4. Any person appearing on specifically but not limited to, any type of Canadian Sex Offender Registry or any similar registry of a foreign country is not eligible to register or participate in any capacity; paid or unpaid.

5. The Swimming Canada CEO or their designate, at their discretion, may issue an emergency suspension to any registrant or member.
### Overview: Swimming Canada Registration

Swimming Canada publishes the National Registration Procedures and Rules manual on an annual basis and reserves the right to make changes to the document at any time if required. Any changes will be clearly communicated.

The Swimming Canada membership cycle begins annually on September 1st and ends on August 31st.

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>REGISTRATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Sections (PS)</td>
<td>Process for PS’s to register with SNC is outlined in the National Registration Procedures and Rules – Provincial Sections and the Swimming Canada By-Laws.</td>
</tr>
<tr>
<td>Special Interest Group</td>
<td>Process includes submission of required information as outlined in the National Registration Procedures and Rules and the Swimming Canada By-Laws.</td>
</tr>
<tr>
<td>- CSCTA - OCRC</td>
<td></td>
</tr>
<tr>
<td>- Athletes Council</td>
<td></td>
</tr>
<tr>
<td>- MSC</td>
<td></td>
</tr>
<tr>
<td>Special Interest Group</td>
<td>As stated in the By-Laws of Swimming Canada, the organization identifies six clubs based on performances at the Swimming Canada national competitions as designated by the Swimming Canada CEO.</td>
</tr>
<tr>
<td>- High Performance Clubs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REGISTRANTS</th>
<th>REGISTRATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clubs</td>
<td>Clubs apply for and are nominated for affiliation with Swimming Canada through their respective PSs as outlined in National Registration Procedures and Rules – Clubs.</td>
</tr>
<tr>
<td>Swimmers</td>
<td>Annual Swimmer registration is outlined in National Registration Procedures and Rules – Swimmer Registration.</td>
</tr>
<tr>
<td></td>
<td>Swimmers affiliate annually with Swimming Canada and the PS by registering with a Club and/or University team.</td>
</tr>
<tr>
<td></td>
<td>Online registration is processed by the Club Registrar and completed upon receipt of payment by the PS Registrar and confirmation of collected personal information.</td>
</tr>
<tr>
<td></td>
<td>Fees are determined based on registration class, type and category.</td>
</tr>
<tr>
<td>Coaches</td>
<td>Coach registration is outlined in the National Registration Procedures and Rules – Coaches.</td>
</tr>
<tr>
<td></td>
<td>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 Registered in the registration system.</td>
</tr>
<tr>
<td>Officials</td>
<td>Officials registration is outlined in the National Registration Procedures and Rules – Officials.</td>
</tr>
<tr>
<td></td>
<td>Officials registration is initiated annually in the registration system by an Officials Administrator assigned by the PS.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
# Swimming Canada Registration Fees for 2019-2020

<table>
<thead>
<tr>
<th>REGISTRATION CLASS</th>
<th>REGISTRATION TYPE</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive</td>
<td>Fundamental (8&amp;U)</td>
<td>$31.00</td>
</tr>
<tr>
<td>Competitive</td>
<td>Skills (9-10)</td>
<td>$51.00</td>
</tr>
<tr>
<td>Competitive</td>
<td>Development (11-14)</td>
<td>$71.00</td>
</tr>
<tr>
<td>Competitive</td>
<td>Open (15&amp;O)</td>
<td>$91.00</td>
</tr>
<tr>
<td>Competitive</td>
<td>Varsity-Open</td>
<td>$45.50</td>
</tr>
<tr>
<td>Varsity</td>
<td>Varsity (Sept 1-April 30)</td>
<td>$45.50</td>
</tr>
<tr>
<td>Competitive</td>
<td>Unattached-CAN (non-resident Canadian)</td>
<td>$105.00</td>
</tr>
<tr>
<td>Non-Competitive</td>
<td>Non-Competitive</td>
<td>$13.00</td>
</tr>
<tr>
<td>Summer</td>
<td>Summer (May 1-Aug 31)</td>
<td>$2.25</td>
</tr>
<tr>
<td>Summer</td>
<td>Summer-Open (May 1-Aug 31)</td>
<td>$14.00</td>
</tr>
<tr>
<td>Masters</td>
<td>Masters</td>
<td>$10.00</td>
</tr>
<tr>
<td>Masters</td>
<td>Masters-Open</td>
<td>$95.00</td>
</tr>
<tr>
<td>Limited Event</td>
<td>Limited Event</td>
<td>$10.00</td>
</tr>
<tr>
<td>Coach</td>
<td>All Coach Registration Types</td>
<td>$27.00</td>
</tr>
<tr>
<td>Official</td>
<td>Level I, II, III, IV, V *</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: PS Registration Fees are established by the PS

*Under Swimming Canada Board resolution, officials are exempt from fees by Swimming Canada; however, they are not exempt from fees by PSs.

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

a) Swimming Canada invoices the PS 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.

b) Failure to adhere to the payment schedule as outlined above may result in loss of privileges.
NATIONAL REGISTRATION PROCEDURES AND RULES

PROVINCIAL SECTIONS

1.1. PSs register annually with Swimming Canada through the RTR and upon meeting submission requirements as outlined below.

1.2. The PS Information page in the RTR is required to be updated annually upon access to the system for a new season.

1.3. The authority over its members, and the privileges and responsibilities of members, are defined in the By-Laws and Policies of the respective PS and Swimming Canada.

1.4. While each PS has the authority to create and enforce their own requirements and procedures for Club, Swimmer, Coach and Official affiliation and annual renewal processes, the PSs are required to include and uphold any Swimming Canada rules and procedures.

1.5. 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.

1.6. In compliance with the Swimming Canada Privacy policy, the PS is required to circulate and collect completed Club Registrar Compliance Declaration forms annually from each affiliated club in their province.

1.7. In compliance with the Swimming Canada Privacy policy, the PS will ensure that all Clubs and Varsity Teams include a PIPEDA Registrant 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.

1.8. The PS will ensure that Clubs submit completed Additional User – Registration System Access Compliance Declaration for any additional users of the RTR, such as meet managers, team managers, officials administrators, or others as developed, and that they are given system access according to their declared purpose.

1.9. The PS will ensure that Clubs submit completed Club Declaration Form – Facility Rules.

1.10. The Provincial Registrar is required to confirm previous season PS registration statistics in the system upon receipt of notification from the National Registrar at the beginning of a season.

1.11. The PS 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 15th.

1.12. The following are required to be submitted electronically or by mail, annually to Swimming Canada Finance Staff or National Registrar;

   a) PS audited financial statements where required by Provincial or Canadian law or approved financial statements (most recent) which include the signatures of two current Board of Directors (must be received by September 1st)

   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) Annual PS Report to Swimming Canada at the conclusion of the season, for inclusion in Swimming Canada’s AGM package

   e) Failure to provide the above requirements may result in loss of voting privileges at Swimming Canada AGM.
AGE GROUP CLUBS, VARSITY TEAMS, SUMMER CLUBS, MASTERS SWIMMING CLUBS, OTHER TYPE CLUBS

1.1 Age Group Clubs must register with their respective PS on an annual basis. Registration is for the period of September 1 to August 31 of each year.

1.2 Varsity Teams must register with their respective PS on an annual basis. Registration is for the period of September 1 to April 30.

1.3 Summer Clubs must register with their respective PS on an annual basis. Registration is for the period of May 1 to August 31 of each year.

1.4 Masters Clubs must register with their PS on an annual basis. Registration is for the period of September 1 to August 31 of each year.

1.5 Club/Team registration becomes final upon payment of all applicable fees to the respective PS and the submission of required club contact information and other documentation as set by the PS.

1.6 While club affiliation is applied for and approved through the PS, upon acceptance and affiliation, clubs are also agreeing to comply with the policies, procedures and rules of Swimming Canada.

1.7 Clubs may only run programs within the provincial boundaries of their geographic location and may only register with a PS within the provincial boundaries of their geographic location.

1.8 Clubs from the Yukon Territory, the Northwest Territories and Nunavut wishing to join Swimming Canada shall apply for affiliation with the PS as follows; Yukon Territory; Swim BC, Northwest Territories; Swim AB, Nunavut; Swim MB.

1.9 Clubs affiliating with a PS will be classified as one of the following:

<table>
<thead>
<tr>
<th>CLUB TYPE</th>
<th>DESCRIPTION</th>
<th>AFFILIATION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Group Club</td>
<td>Accepting registrations for swimmers wishing to participate or compete in sanctioned events including developmental programming, training and/or competition.</td>
<td>September 1 to August 31</td>
</tr>
<tr>
<td>Masters Swimming Club</td>
<td>Accepting registrations for swimmers aged over 18 who wish to train in a Masters swimming program and/or compete in Masters Events only.</td>
<td>September 1 to August 31</td>
</tr>
<tr>
<td>University Team or College Team (CEGEP – QC)</td>
<td>Member of U SPORTS affiliated University or CEGEP affiliated College league.</td>
<td>September 1 to April 30</td>
</tr>
<tr>
<td>Summer Club</td>
<td>Accepting registrations for Summer developmental programming, training and/or competition.</td>
<td>May 1 to August 31</td>
</tr>
<tr>
<td>Other Type Club</td>
<td>An entity set up to accept registrations and entries for a Limited Event, specifically a single competitive event registration. For Swimming Canada or PS use.</td>
<td>Duration of the single event only</td>
</tr>
</tbody>
</table>
U SPORTS AFFILIATED TEAM AND CEGEP COLLEGE TEAM

1.1 U SPORTS affiliated and CEGEP/College (FNQ only) swimming teams affiliate with Swimming Canada for the swim season through their PS.

1.2 A PS may levy its own University Team registration/affiliation fee in addition to any required Swimming Canada fee.

1.3 All swimmers participating in a U SPORTS or a CEGEP program must be registered in the University-Varsity or University-College type with the University/College team through the RTR.

1.4 All swimmers participating in an FNQ affiliated CEGEP swimming program must be registered in the University–College type with the CEGEP team through the RTR.

1.5 All swimmers registered in the University-Varsity or University-College registration type may represent the University Team or CEGEP in any Swimming Canada competition including Swimming Canada national competitions with a start date between September 1 and April 30.

1.6 Between September 1 and April 30, swimmers registered in the University-Varsity and University-College type wishing to represent their home/Age Group Club in a competition, must register concurrently with their Age Group Club in the Competitive Varsity-Open registration type. A Competitive Varsity-Open registration with the club is valid through August 31. See: National Registration Procedures and Rules - Swimmers.

1.7 After April 30, swimmers who were registered only with the University/College team, in the University-Varsity or University-College type who wish to continue to train and compete must be registered with their Age Group Club in the Competitive-Open type. Should a swimmer register with a club other than the one they were previously registered with, a transfer shall be initiated.

1.8 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 type.

Scenarios:

- Varsity Swimmers who are registered with only their Varsity Team may represent their U SPORTS or CEGEP team at any sanctioned competition (including Swimming Canada National Competitions,) that has a competition start date between September 1 and April 30.

- Likewise, Varsity swimmers wishing to compete for only their Varsity Team at U SPORTS or RSEQ affiliated competitions and Swimming Canada competitions (including Swimming Canada National competitions) from September 1 to April 30 register in the University-Varsity type only (registration valid from September 1 to April 30).

- Varsity swimmers who are registered concurrently with both a Varsity 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 April 30. 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, including Swimming Canada National Competitions, must register concurrently in the Varsity-Open type with an Age Group Club (registration valid from September 1 to August 31).

- For competitions that have a start date between May 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 Varsity or Varsity-Open type.
1.1 All clubs currently affiliated with a PS and thereby affiliated with Swimming Canada shall have a distinct “Club Code” of a minimum of 2 digits and a maximum of 5 digits (letters A-Z and/or numbers 0-9), to be used for the purposes of identifying such clubs through the common entry procedures as practiced in sanctioned competitions in Canada. Swimming Canada has the right to refuse a club code request. The club codes for the High Performance Centres and PSs can be up to 6 digits long.

1.2 It is the responsibility of both the entering club and meet management to ensure these rules and procedures are adhered to.

1.3 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.

1.4 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.

1.5 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.

1.6 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 second 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 in a Varsity registration type between September 1 and April 30.

c) **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.

d) **SKNCC, ONNCC, NBNCC** 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.

e) **HPCVIC, HPCVAN, HPCON and CHPQUE** 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.

1.7 Each Province will create a club entity for the purposes of registering PS 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 PS name. Examples are **SWIMBC, SWIMNL, and FNQ**.
1. Overview:

1.1 Swimming Canada supports a club based model or structure, meaning Swimming Canada’s Registrants must register with a Club who is an affiliated member of the respective PS member.

1.2 Registration of Swimmers must be processed annually by the Club Registrar in the RTR through their respective PS.

1.3 It is the responsibility of the Club Registrar to initiate registration.

1.4 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.

1.5 Swimmer registration becomes effective upon payment of all applicable fees to the appropriate PS by the Club, and upon verification, completion and confirmation of the Swimmer and primary contact information in the RTR by the Swimmer/Parent/Guardian.

1.6 Registration must be completed within two weeks (14 days) of commencing participation. Refer to Swimming Canada Registration Fees table in this manual for annual Swimming Canada registration type fees.

1.7 In order to compete in FINA/Swimming Canada sanctioned competitions, swimmers must be registered as Competitive, through their respective Club and PS.

1.8 Swimmers who wish to register with a Club that is different from the previous Club that they were formerly registered with, must first be released from their former Club. Refer to the National Registration Procedures and Rules – Swimmer Transfers and the National Registration Procedure and Rules – Cross Province Swimmer Registration contained in this manual.

1.9 Swimmers may only register with a club within provincial boundaries of their permanent residence with the exceptions noted in the National Registration Procedure and Rules – Cross Province Swimmer Registration contained in this manual.

1.10 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.

1.11 Registration Classes and Type

<table>
<thead>
<tr>
<th>REGISTRATION CLASS</th>
<th>REGISTRATION TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive</td>
<td>Fundamental (8&amp;U), Skills (9-10), Development (11-14), Open (15&amp;O), Varsity - Open</td>
</tr>
<tr>
<td>University</td>
<td>University – Varsity (USPORTS), University – College (CEGEP)</td>
</tr>
<tr>
<td>Non-Competitive</td>
<td>Non-Competitive, Non-Competitive (Summer), Non Competitive 17 and under, I Can Swim</td>
</tr>
<tr>
<td>Masters</td>
<td>Masters, Masters-Open</td>
</tr>
<tr>
<td>Summer</td>
<td>Summer, Summer – Open</td>
</tr>
<tr>
<td>Other</td>
<td>Limited Event</td>
</tr>
</tbody>
</table>
2. **Swimmer Registration Procedure and Rules:**

2.1 All Swimmers must register annually.

2.2 All Age Group Swimmers must register with an Age Group Swim Club who is a member in good standing with the respective PS.

2.3 A Swimmer may only register with one Age Group Club at a time.

2.4 All Varsity Swimmers must register with a U SPORTS or CEGEP affiliated Varsity Team who is a registered member in good standing with the respective PS. Concurrent registration with an Age Group Club is permitted.

2.5 A Swimmer’s registration must be completed within two weeks (14 days) of commencing participation with a Club.

2.6 A Swimmer wishing to register may register according to their own gender identification.

2.7 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.

2.8 As it relates to National Team selection, a transgender Swimmer must meet international federation criteria prior to declaring availability for selection at any National Team selection event. The transgender Swimmer must show proof in writing from the international federation that they are eligible to compete at Olympic, Paralympic, FINA or World Para Swimming events.

2.9 The registration process includes registration with the Club, PS and Swimming Canada, processed in the RTR, and confirmed by the Swimmer/Parent/Guardian in the online system.

2.10 Swimming Canada does not refund registration fees to withdrawing Swimmers.

2.11 Registration between September 1 and March 31 will be invoiced at full cost (see *Swimming Canada Registration Fees*) with no rebates for the current year.

2.12 Provincial Fees are determined by the PS.

2.13 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 PS in order to maintain their registration status and be eligible to be entered in events.

3. **Class Specific Procedure and Rules:**

3.1 **REGISTRATION CLASS: COMPETITIVE**

<table>
<thead>
<tr>
<th>TYPES (4):</th>
<th>FUNDAMENTAL (8&amp;U)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SKILLS (9-10)</td>
</tr>
<tr>
<td></td>
<td>DEVELOPMENT (11-14)</td>
</tr>
<tr>
<td></td>
<td>OPEN (15 &amp; O)</td>
</tr>
</tbody>
</table>

**DEFINITION:** Registration type for Swimmers of all ages.

**ELIGIBILITY:** Swimmers wishing to take part in unlimited sanctioned events.

**VALID:** *September 1 through August 31*

a) Type assignment is based on the swimmers age as of December 31 in the current season.

b) Swimming Canada fees for new registrations after March 31, in the four Competitive types; Fundamental, Skills, Development and Open, will be reduced by 50%.

c) "New registrations" refers to first time registrations that swimming year and Varsity Swimmers who upgrade to the Competitive-Open membership type.
3.2 REGISTRATION CLASS: COMPETITIVE

TYPE: VARSITY-OPEN

DEFINITION: Registration type for Canadian Varsity Team registered Swimmers who wish to compete for an Age Group Club at Swimming Canada sanctioned competitions during the Varsity competitive season and beyond.

ELIGIBILITY: Swimmers must be concurrently registered with a U SPORTS/CEGEP Team in the Varsity type.

VALID: 
Registration valid September 1 through August 31. Competitive Varsity-Open registration process must be finalized prior to April 30.

a) Varsity swimmers who are registered concurrently with both a Canadian Varsity Team and their Age-Group Club may compete only for either their Varsity team or their Age Group Club at competitions that have a competition start date between September 1 and April 30. For competitions that have a start date between May 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 type prior to registering with a University, can subsequently be moved to the Competitive Varsity-Open type and a new invoice created. The new invoice will show a credit for the cost of a Varsity registration fee.

c) Varsity swimmers attending a post-secondary educational institution outside of Canada who wish to compete for their Age Group Club at competitions must register with the club in the Competitive Open type.

3.3 REGISTRATION CLASS: VARSITY

TYPE: VARSITY

DEFINITION: Varsity Registration type for Swimmers who will compete at USPORTS/CEGEP competitions with a Varsity Team.

ELIGIBILITY: Team members of a Varsity type club; U SPORTS or CEGEP only

VALID: September 1 through April 30

a) All Varsity team Swimmers participating in a U SPORTS/CEGEP program must be registered as registration type 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 April 30 with the Age Group Club in the Competitive Varsity-Open type or after April 30 in the Competitive Open type.

c) If not concurrently registered as Competitive Varsity-Open; Varsity registered Swimmers wishing to compete in Swimming Canada sanctioned competitions with a start date between May 1 and August 31 will register with an Age Group Club in the Competitive Open type at the reduced fee after April 30. PSs have the authority to apply swimmer fee reductions to the PS fees.

d) A swimmer attending an educational institution outside of Canada and who wishes to also register with a Canadian Age Group Club, must do so in the Competitive Open type.

e) Varsity swimmers who wish to compete in Varsity competitions and Masters competitions, will register as a Varsity Swimmer AND register with a Masters club as a Masters Swimmer.

3.4 REGISTRATION CLASS: NON-COMPETITIVE

TYPE: Non-Competitive

DEFINITION: Registration type non-competitive is limited to those enrolled in sessional “Learn to Swim”, “I Can Swim” 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) Swimmers in the Non-Competitive type may compete as EXHIBITION in ONE competitive sanctioned event or authorized “racing” opportunity by the regional associations/PS 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 type who wish to compete in additional sanctioned competitions or regional associations/PS “racing” opportunities beyond the one permitted EXHIBITION opportunity must be upgraded to the appropriate Competitive registration type.

d) Non-Competitive Swimmers moving into the Competitive stream will have their Competitive type fee pro-rated by the Non-Competitive fee. No fee discounts shall be applied after March 31st.

e) No fee discount shall be applied to new Non-Competitive registrations after March 31st.

3.5 REGISTRATION CLASS: SUMMER

TYPE(S): Summer

Summer – Open

DEFINITION: Summer registration type is targeted for summer swimming association Swimmer who plan ONLY to compete in Summer Swimming Association sanctioned competitions.

Summer – Open registration type is targeted for summer swimming association Swimmers 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 RTR

VALID: May 1 through August 31

a) Summer Swimming Registration Fees are set by the applicable Summer Swimming Provincial Association

b) Provincial Fees are set by the PS

c) Swimmers wishing to compete in any Swimming Canada National Competitions, must register in the appropriate Swimming Canada Competitive type.

d) Swimmers in the Summer – Open Registration type are not permitted to regularly train with a Swimming Canada Age Group club and will not be included in any Swimming Canada rankings.

3.6 REGISTRATION CLASS: MASTERS

TYPE(S): Masters

Masters-Open

DEFINITION: Registration type Masters is targeted for Masters Swimmers participating in Masters only events. Registration type Masters-Open is targeted for Masters registered Swimmers who wish to compete in Masters events and Swimming Canada sanctioned events

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

VALID: September 1 through August 31

a) Masters 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-Open type 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-Open type registrants who accept that the Swimming Rules of Swimming Canada will preside over the event.

c) Each PS will determine if their respective provincial events are open to Masters-Open registrants

d) Swimming Canada sets the Swimming Canada fee for each Masters type registration
e) PSs set the Provincial fees.

f) Masters swimmers registering in the Masters-Open type will automatically be registered concurrently in the Masters– type.

3.7 REGISTRATION CLASS: Limited Event

<table>
<thead>
<tr>
<th>TYPE:</th>
<th>Limited Event registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION:</td>
<td>The Limited Event registration is targeted as a single competitive opportunity into an external organization’s event (i.e. Canada Games, North American Indigenous Games, World Police and Fire Games) which is sanctioned by Swimming Canada. It may also be used for a mass participation open water event which is sanctioned by either Swimming Canada or a PS.</td>
</tr>
<tr>
<td>ELIGIBILITY:</td>
<td>Eligible participants into the specific external organization’s sanctioned event, Swimmers are registered by the PS into the event designated as ‘Other’ type</td>
</tr>
<tr>
<td>VALID:</td>
<td>Valid for the duration of the approved single sanctioned event</td>
</tr>
</tbody>
</table>

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.

d) At the discretion of the CEO or their designate, Safe Sport rules may apply. Refer to Registration Safety Procedures in this manual.
SWIMMER TRANSFERS

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.

1.1 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 April 30. A Swimmer may represent only one of these entities in a single competition.

1.2 A swimmer changing clubs at any time will follow the swimmer transfer procedure, even if a period of inactivity is involved.

1.3 A swimmer registering with a new club at the start of a season is considered the first transfer for that season.

1.4 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 PS.

1.5 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.

1.6 If the swimmer has no outstanding financial commitments to that club, the former club must release the swimmer immediately.

1.7 If the swimmer has outstanding financial commitments to that club, the releasing club has up to 90 days to resolve outstanding matters after which time the transfer will be approved by the PS. Any outstanding financial commitment after this 90-day period should be dealt with via the appropriate authorities (small claims court or other civil means).

1.8 The releasing club is not allowed to charge a transfer and/or release fee to the swimmer.

1.9 A transfer is effective on the date the approval is formally given by the PS.

1.10 Upon approval of the first transfer in the swimming season, by the releasing Club and PS, the swimmer may then represent his/her new club in a competition.

1.11 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). Refer to the National Registration Procedure and Rules – Club Code contained in this manual.

1.12 A swimmer transferring to a club in another PS will pay the full provincial and any upgrade fees, if applicable, of the new PS. For transfers April 1st onwards, PSs have the authority to apply swimmer reduction fees. The Swimming Canada fee will not be charged twice.

1.13 A swimmer who has been suspended by the Club, Province or Swimming Canada is required to follow the National Registration Procedure and Rules – Suspended Registrants contained in this manual.

1.14 Registrants of a suspended club are eligible to transfer to another club as per the National Registration Procedure and Rules – Swimmer Transfers.

1.15 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.

1.16 In the instance of transfers from a suspended club, Swimming Canada has the authority to work with the PS to waive the transfer count for swimmers.

Notes:

- These transfer rules apply only to transfer between Age Group Clubs. Swimmers moving between an Age Group Club and Varsity, Masters or Summer Clubs are not considered transfers.
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.

1.1 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.

1.2 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.

1.3 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.

1.4 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.

1.5 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.

1.6 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
1. Overview:

**REGISTRATION CLASS: COACH**

**TYPES (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, Summer Club Coach.
- **E** Associate Coach (*Swimming Canada / PS use only, see information below*)

*VALID: registration valid September 1 to August 31*

2. Rules and Procedures:

2.1. All Coaches working with registered Swimming Canada swimmers must register annually as a Coach via the RTR, prior to becoming active in a coaching position.

2.2. The coach registration process is initiated in the RTR by a Club Registrar and requires the Coach to meet the registration requirements of Swimming Canada, the PS and the CSCTA.

2.3. Registration is complete when Swimming Canada, the PS and the CSCTA registrations have been processed fully in the RTR, the Coach has met the minimum certification qualifications as stated below and full payment has been made. The status will show in the system as *Registered*.

2.4. All Coaches must be a minimum of 15 years of age to actively coach in a Swimming Canada affiliated program.

2.5. The registration period for coaches is September 1 to August 31 of each competitive season.

2.6. Coaches working with Swimming Canada registered swimmers must be registered in the A1, A2, B, C or D type.

2.7. A PS may have registration requirements in addition to the Swimming Canada requirements, which the Coach is required to meet in order to become fully registered.

2.8. Coaches who have not met the requirements by the timelines as identified in this document or by the PS will be considered non-compliant. A PS may develop procedures to deal with non-compliant coaches.

2.9. It is the responsibility of the Coach to manage their certification levels.

2.10. All coaches will complete the PIPEDA – Coach Registrant Consent Form.

2.11. Swimming Canada National Competitions include:

- 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;

2.12. All returning Coaches (all types) have until November 30th to become at a minimum Swimming Teacher CERTIFIED or Fundamentals Coach Level 1 CERTIFIED.

2.13. First year Coaches (all types) have until November 30th 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.

2.14. First year Coaches referred to in the previous point (2.12) are not eligible to coach at any sanctioned competition unless they are being mentored and accompanied by a Coach certified at a higher level.

2.15. 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.

2.16. First year Coaches who are Swimming 101 candidates are eligible to attend sanctioned competitions once the Swimming 101 course has been completed, up to November 30th of their second year, at which time they must be Fundamentals Coach Level 1 CERTIFIED

2.17. 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 Fundamentals Coach (level 1) IN-TRAINING status.

2.18. Red Cross WSI, I Can Swim Teacher, Lifesaving Society Swim Instructor and Lifesaving Instructor candidates have until November 30th of their second year to become, at a minimum, Swimming Teacher CERTIFIED.

2.19. Swimming 101 Candidates have until November 30th of their second year to become, at a minimum, Level 1 Fundamentals Coach CERTIFIED.

2.20. First year Coaches beginning after November 30th 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.

2.21. 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 30th in order to register with Swimming Canada. Coaches starting work with a Club for the first time after November 30th have 30 days to complete, submit and pay the appropriate Challenge fee.

2.22. 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 level below.

2.23. In the case of extraordinary circumstances, a coach that does not meet any of the aforementioned requirements may appeal to Swimming Canada for temporary access to a Swimming Canada National Competition.

2.24. A Coach who does not meet any of the aforementioned requirements may appeal to their PS office for temporary access to Provincial Level meets.

2.25. Independent Coaches who are not affiliated with any one Club, may apply for registration directly to the PS or National Office. If approved, the PS or National Registrar can proceed with registration in registration type 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 PSS.

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 PSS.

e) An Independent Coach, registered in any type, 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 PS in the appropriate type.

2.26. A PS 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 National Registration Procedures and Rules – Club Code in this manual (e.g. BCNCC, NBNCC; Province Non-Club Coach)

2.27. Provincial Coaches will be registered by the Provincial Registrar using the entity set up for this purpose as outlined in the National Registration Procedures and Rules – Club Code. Choose the registration type which matches the individual’s duties and responsibilities. (registration entity example: SWIMBC, SWIMNL, FNQ)

2.28. 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 National Procedures and Rules – Club Code. Choose the registration type which matches the individual’s duties and responsibilities. (registration entity example: SWIMBC, SWIMNL, FNQ)

2.29. An Associate Coach is an individual/Coach who is not affiliated or registered with any one Club but who applies to the PS to become registered solely for the purposes of enrolling in coach education opportunities or receiving coach related communications from Swimming Canada, a PS or the CSCTA. Only a Provincial or National Registrar can process an Associate Coach registration and only in registration type 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.

2.30. All trained and certified coaches must maintain the required Professional Development (PD) points as determined by the Coaching Association of Canada (CAC). Details surrounding PD points for Swimming Canada registered coaches can be found here: [https://swimming.ca/en/resources/coaching/coach-education/maintenance-of-training-and-certification/](https://swimming.ca/en/resources/coaching/coach-education/maintenance-of-training-and-certification/)

2.31. Effective for the 2020-21 swim season, all coaches will be required to complete mandatory safe sport education. Details will be shared as soon as they are available.
Minimum Certification Prerequisites for Coach Registration Types (chart)

<table>
<thead>
<tr>
<th>Type</th>
<th>Minimum Certification Prerequisites for Coach Registration Type</th>
<th>Event Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td><strong>Senior Coach (Level 3) IN TRAINING =</strong></td>
<td>Head Coach attending Swimming Canada National Competitions</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td><strong>Age Group Coach (Level 2) IN TRAINING =</strong></td>
<td>Assistant Coach attending Swimming Canada National Competitions</td>
</tr>
<tr>
<td></td>
<td>Complete Multi-Sport Competition Introduction modules – Design a Basic Sport Program, Basic Mental Skills, Teaching and Learning and the Swimming 201 pre-course workbook</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td><strong>Fundamentals Coach (Level 1) TRAINED (Not more than one year) =</strong></td>
<td>Head Coach attending Provincial Meets.</td>
</tr>
<tr>
<td></td>
<td>Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></td>
<td>Not permitted to attend Swimming Canada National Competitions</td>
</tr>
<tr>
<td></td>
<td><strong>Fundamentals Coach (Level 1) CERTIFIED =</strong></td>
<td>Assistant Coach attending Provincial and Invitational Events</td>
</tr>
<tr>
<td></td>
<td>Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></td>
<td>Not permitted to attend Swimming Canada National Competitions</td>
</tr>
<tr>
<td>C</td>
<td><strong>Fundamentals Coach (Level 1) TRAINED (Not more than one year) =</strong></td>
<td>Non-competitive Coach, Masters coach, Triathlon coach, Summer Club Coach.</td>
</tr>
<tr>
<td></td>
<td>Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Fundamentals Coach (Level 1) CERTIFIED =</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements</td>
<td></td>
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<tr>
<td></td>
<td><a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td><strong>Fundamentals Coach (Level 1) IN TRAINING =</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Successfully complete Swimming 101 pre-course workbook</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or <strong>Swimming Teacher IN TRAINING =</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.swimming.ca/en/definition-training-certification/">https://www.swimming.ca/en/definition-training-certification/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or <strong>Community Sport TRAINED (Not more than two years)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or (for Masters club coaches only) Complete Introduction to Masters Swimming Coaching online module and Coaching Association of Canada’s Making Ethical Decisions online module</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>This is the default type for Coaches from other organizations such as Triathlon, Special Olympics etc., where they do not have a valid Swimming Canada NCCP certification</em></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td><strong>No minimum certification prerequisites</strong></td>
<td>Attending only NCCP certification or other education events</td>
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<td><em>Swimming Canada and Provincial Registrar use only</em></td>
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Procedures and Rules revision and CEO approval: May 31, 2019
1. **Overview:**

All Officials must be registered annually through the Swimming Canada RTR 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 PS.

**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 pursuing officiating certification and acting as an official at a sanctioned event

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

2. **Procedure and Rules:**

2.1 All Officials must be registered annually as an Official in RTR within two weeks (14 days) of commencing activity as an Official.

2.2 The Club Registrar will submit an Additional User – Registration System Access Compliance Declaration to the PS prior to assigning an Officials Administrator, or other club designate, to process the registration of Officials.

2.3 Those Officials not affiliated with a Club pursue their Swimming Canada Officials registration directly through their PS.

2.4 The registration period for officials is September 1 to August 31 of each competitive season.

2.5 It is the responsibility of the Official to manage their certification levels.

2.6 All Officials will need to complete the PIPEDA – Officials Registrant Consent Form.
SUSPENDED REGISTRANTS

The Suspended Registrant process shall act as a formal mechanism to support disciplinary actions imposed by a Club or PS or Swimming Canada on a Swimmer, Coach or Official.

1. Suspended Swimmer Procedure:
   1.1 Clubs who have suspended a Swimmer from entering competitions must inform the Provincial Registrar, who will consult with the PS Executive Director. The Provincial Registrar has the authority to activate the swimmer’s suspended status in the RTR.
   1.2 Upon determining that a swimmer suspension will be imposed, the time period (start date and end date) will be noted in the RTR.
   1.3 A Swimmer with a suspended status in the RTR will be prohibited from entering a sanctioned competition.
   1.4 A Swimmer with a suspended status in the RTR 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.
   1.5 Once the Swimmer’s suspended status is removed by the club, a club official must inform the Provincial Registrar who will consult with the PS Executive Director and has the authority to remove the suspended swimmer status in the RTR.
   1.6 The suspended swimmer status in the RTR will not be carried over from one swimming season (September 1 to August 31) to the next season without reassessment by the PS Executive Director.

2. Suspended Coach Procedure:
   2.1 PSs and the CSCTA who have suspended a Coach must inform the National Registrar who will consult with the Swimming Canada CEO or their designate. Clubs who have suspended a Coach must inform the PS. The National Registrar has the authority to activate the coach’s suspended status in the RTR.
   2.2 Upon determining that a coach suspension will be imposed, the time period (start and end date) will be noted in the RTR.
   2.3 A Coach with a suspended status in the RTR will be prohibited from interacting with Swimming Canada registrants (training and competition settings).
   2.4 A Coach with a suspended status in the RTR will not be entitled to insurance privileges during the term of their suspension.
   2.5 A Coach with a suspended status in the RTR will not be permitted to transfer clubs during the duration of their suspension.
   2.6 The National Registrar will consult with the PS Executive Director prior to removing the suspended status in the RTR.

3. Suspended Official Procedure:
   3.1 Clubs who have suspended an Official must inform the Provincial Registrar who will consult with the PS Executive Director. The Provincial Registrar has the authority to activate the official’s suspended status in the RTR.
   3.2 Upon determining that an official’s suspension will be imposed, a time period (start and end date) will be noted in the RTR.
   3.3 An Official with a suspended status in the RTR will be prohibited from officiating at Swimming Canada sanctioned events.
   3.4 An Official with a suspended status in the RTR wishing to change clubs must make a request to the Club Officials Administrator of the new club to initiate a transfer. The Club Officials Administrator 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.
   3.5 An Official with a suspended status in the RTR will not be entitled to insurance privileges during the term of their suspension.
   3.6 Once the Official’s suspended status is removed by the club, a club official must inform the Provincial Registrar who will consult with the PS Executive Director and has the authority to remove the suspended official’s status in the RTR.
1. Procedure and Rules:

1.1 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.

1.2 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.

1.3 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 where required by Provincial or Canadian law or approved financial statements (most recent) which include the signatures of two current Board of Directors
   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 31st (prior to September 30th)

2. CSCTA Memorandum of Understanding

There may be additional requirements as agreed upon in the Canadian Swimming Coaches and Teachers Association Memorandum of Understanding with Swimming Canada.