



NATIONAL REGISTRATION PROCEDURES AND RULES
MANUAL
MAY 31, 2021



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Part 1: DEFINITIONS AND OVERVIEW

1. DEFINITIONS

“Affiliation” fully registered;

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

“Annual General Meeting” the annual general meeting of the members;

“Club” 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” a person registered with a 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 CSCA. For further clarity, a coach means a duly registered individual who meets the coaching certification requirements of Swimming Canada;

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

“CSCA” the Canadian Swimming Coaches Association;

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

“FINA (Fédération Internationale de Natation)” the international governing body for aquatic sports;

“High Performance Centres and “Swimming NextGen Programs” 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” 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”: a coach who is not affiliated with any one club, but applies for registration directly with the Provincial Section or Swimming Canada, 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” a club registered with the Provincial Section and Swimming Canada for swimmers aged over 18 who wish to train in a Masters swimming program and/or compete in Masters events only;

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

“Member-in-Good-Standing” the registrant has met and fulfilled the registration requirements of the Provincial Section and Swimming Canada;

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

“New Registrations” 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” a coach who has not met the registration requirements set by Swimming Canada and the Provincial Section within the timelines;

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

“Official” 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;

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

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

“Registrant” 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”) 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)” Swimming Canada’s national online database;

“Sanctioned Competition” a swimming competition approved under the authority of Swimming Canada as per the [Event Sanctioning Policy](#) 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” a club registered with the PS, Swimming Canada and the Provincial Summer Swimming Association (if applicable). For the purposes of registration the summer season is recognized as May 1 to August 31 each year;

“Suspended Club” a club who loses their Swimming Canada and PS affiliation status as a result of Swimming Canada or PS 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 Procedure;

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

“Suspended Official” 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” 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” 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” Swimming/Natation Canada;

“Swimming Canada National Competition” 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;
- Canadian Masters Swimming Championships

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

“Varsity Team” a swimming team affiliated with U SPORTS or RSEQ and affiliated with a Provincial Section. A Registered Varsity Team is considered a “Club” in the RTR. A Varsity Team is considered a separate entity than a registered Swimming Canada Age Group Club;



2. REGISTRATION SAFETY POLICY AND PROCEDURES

- 2.1 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 abiding by all other [Swimming Canada Policies](#); and equivalent documents from the PS's and Special Interest Group Members (where applicable).
- 2.2 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](#).
- 2.3 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.
- 2.4 Screening
- a) 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.
 - b) 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.
 - c) 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.
- 2.5 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.
- 2.6 The Swimming Canada CEO or their designate, at their discretion, may issue an emergency suspension to any registrant or member.



3. 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.

MEMBERS	AFFLIATION PROCESS
Provincial Sections (PS)	Process for PS's to affiliate with Swimming Canada is outlined in the National Registration Procedures and Rules - Provincial Sections and the Swimming Canada By-Laws
Special Interest Group - CSCA - OCRC - Athletes Council	Process includes submission of required information as outlined in the <i>National Registration Procedures and Rules</i> and the Swimming Canada By-Laws
Special Interest Group - High Performance Clubs	As stated in the Swimming Canada By-Laws , the organization identifies six clubs based on performances at the Swimming Canada national competitions as designated by the Swimming Canada CEO.
REGISTRANTS	REGISTRATION PROCESS
Clubs	Clubs affiliate annually with Swimming Canada through their respective PSs as outlined in National Registration Procedures and Rules – Clubs .
Swimmers	Swimmer registration is outlined in National Registration Procedures and Rules – Swimmer Registration . Swimmers affiliate annually with Swimming Canada through the PS by registering with a Club and/or Varsity Team. Swimmer registration is initiated by the Club Registrar and completed upon receipt of payment by the PS Registrar and completion of registration requirements by the swimmer.
Coaches	Coach registration is outlined in the National Registration Procedures and Rules – Coaches . Coach registration is with three organizations; Swimming Canada, the PS and CSCA. Coach registration is initiated annually by the Club Registrar and completed upon receipt of payment from the PS and CSCA Registrars and completion of registration requirements
Officials	Officials registration is outlined in the National Registration Procedures and Rules – Officials . Officials registration is initiated annually in the registration system by an Officials Administrator assigned by the PS and completed upon completion of registration requirements. Upon registration, the official will be given access to their online account where they can view their certification progress and track their participation as an Official.



4. SWIMMING CANADA REGISTRATION FEES FOR 2021-2022

REGISTRATION CLASS	REGISTRATION TYPE	FEE
Competitive	Fundamental (8&U)	\$31.00
Competitive	Skills (9-10)	\$51.00
Competitive	Development (11-14)	\$71.00
Competitive	Open (15&O)	\$91.00
Competitive	Varsity-Open	\$45.50
Varsity	Varsity Year-Round	\$91.00
Varsity	Varsity (Sept 1-April 30)	\$45.50
Competitive	Unattached-CAN (<i>non-resident Canadian</i>)	\$105.00
Pre-Competitive	Pre-Competitive	\$13.00
Summer	Summer (May 1-Aug 31)	\$2.25
Summer	Summer-Open (May 1-Aug 31)	\$14.00
Masters	Masters	\$10.00
Masters	Masters-Open	\$95.00
Limited Event	Limited Event – Open Water	\$5.00
Limited Event	Limited Event	\$10.00
Coach	All Coach Registration Types	\$27.00
Official	Level I, II, III, IV, V *	0

Note: PS Registration Fees are established by the PS

All Coaches are required to be members of the CSCA and CSCA fees are established by the CSCA

**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.



PART 2: NATIONAL REGISTRATION PROCEDURES AND RULES

1. PROVINCIAL SECTIONS

- 1.1 PSs affiliate annually with Swimming Canada 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 RTR.
- 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 The PS will ensure that Clubs submit completed *Additional User – Registration System Access Compliance Declaration* for any additional users of the RTR, such as officials administrators, meet managers, team managers, or others as developed, and that they are given system access according to their declared purpose.
- 1.8 The PS will ensure that Clubs submit completed *Club Declaration Form – Facility Rules*.
- 1.9 The Provincial Registrar is required to confirm previous season registration statistics upon receipt of notification from the National Registrar at the beginning of a season.
- 1.10 The following are required to be submitted electronically or by mail, annually to Swimming Canada Finance Staff or National Registrar. Failure to provide the requirements may result in loss of voting privileges at Swimming Canada AGM
 - 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 final approval)



2. AGE GROUP CLUBS, VARSITY TEAMS, SUMMER CLUBS, MASTERS CLUBS, OTHER TYPE CLUBS

- 2.1 Age Group Clubs must affiliate with their respective PS on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- 2.2 Varsity Teams must affiliate with their respective PS on an annual basis. Registration is for the period of September 1 to April 30 or September 1 to August 31 of each year. Teams must inform the PS if they plan to operate from September 1 to August 31 at the time of registration and/or notify the PS prior to April 30 and comply with PS registration policies, procedures or guidelines related to year round and varsity programs.
- 2.3 Summer clubs must affiliate with their respective PS on an annual basis. Registration is for the period of May 1 to August 31 of each year.
- 2.4 Masters Clubs must affiliate with their PS on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- 2.5 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.
- 2.6 Club/Team 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.
- 2.7 Clubs/Teams 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.
- 2.8 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.
- 2.9 Clubs/Teams affiliating with a PS will be classified as one of the following:

CLUB TYPE	DESCRIPTION	AFFILIATION PERIOD
Age Group Club	Accepting registrations for swimmers wishing to participate or compete in sanctioned events including developmental programming, training and/or competition.	September 1 to August 31
Masters Club	Accepting registrations for swimmers aged over 18 who wish to train in a Masters swimming program and/or compete in Masters events only.	September 1 to August 31
Varsity Team	Member of U SPORTS affiliated University or RSEQ affiliated school	September 1 to April 30 or September 1 to August 31
Summer Club	Accepting registrations for participation in summer sanctioned competitions through the PS .	May 1 to August 31
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 PS use.	Duration of the single event only



3. CLUB CODE

- 3.1 All clubs 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, no special characters), to be used for the purposes of identification 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.
- 3.2 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.
- 3.3 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.
- 3.4 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
- 3.5 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) **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. These club codes serve only as an entity for coach registration, not for swimmer registration.
- 3.6 Each Province will create a club entity for the purposes of registering PS coaches, staff, officials, Learning Facilitators or Master Learning Facilitators with the PS, Swimming Canada and the CSCA (if applicable). The name and code may vary from province to province and should reflect the PS name. Examples are SWIMBC, SWIMNL, and FNQ.



4. SWIMMERS

Overview:

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.

- 4.1 Registration of Swimmers must be processed annually by the Club Registrar in the RTR through their respective PS.
- 4.2 It is the responsibility of the Club Registrar to initiate registration.
- 4.3 Registration must be completed within two weeks (14 days) of commencing participation
- 4.4 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.
- 4.5 All Swimmers will be required to sign the Acknowledgement and Assumption of Risks Form, agree to Swimming Canada's policies and to decide if they wish to receive commercial emails.
- 4.6 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.
- 4.7 In order to compete in FINA/Swimming Canada sanctioned competitions, swimmers must be registered as *Competitive*, through their respective Club and PS.
- 4.8 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.
- 4.9 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.
- 4.10 Permanent non-resident Canadian citizens may be registered directly with Swimming Canada in the club Unattached Canada for the purposes of attending a Swimming Canada National Competitions, to be eligible to be selected to represent Canada internationally.
- 4.11 Registration Classes and Types:

REGISTRATION CLASS	REGISTRATION TYPE
Competitive	Fundamental (8&U), Skills (9-10), Development (11-14), Open (15&O), Varsity - Open
Varsity	Varsity, Varsity Year-Round
Pre-Competitive	Pre-Competitive
Masters	Masters, Master – Open
Summer	Summer, Summer – Open
Other	Limited Event, Limited Event – Open Water

Swimmer Registration Procedure and Rules

- 4.12 All Swimmers must register annually.
- 4.13 All Swimmers (Competitive, Varsity, Pre-Competitive, Masters, Summer) must register with a Club/Team who is a member in good standing with the respective PS.
- 4.14 A Swimmer may only register with one Age Group Club at a time.
- 4.15 A Swimmer wishing to register may register according to their own gender identification.



- 4.16 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.
- 4.17 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.
- 4.18 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 RTR.
- 4.19 Swimming Canada does not refund registration fees to withdrawing Swimmers.
- 4.20 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.
- 4.21 Pre-Competitive Swimmers moving into the Competitive stream will have their Competitive type fee pro-rated by the Pre-Competitive fee. No fee discounts shall be applied after March 31st.
- 4.22 No fee discount shall be applied to new Pre-Competitive registrations after March 31st.
- 4.23 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.

Class Specific Procedure and Rules

4.24 Registration Class: Competitive

Type	Fundamental (8&U) Skills (9-10) Development (11-14) Open (15&O)	Varsity-Open
Definition	Competitive swimmers of all ages	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 wishing to take part in unlimited sanctioned events	Swimmers must be concurrently registered with a U SPORTS/RSEQ School in the Varsity registration type.
Valid	September 1 through August 31	September 1 through August 31. Registration must be finalized prior to April 30.

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



- d) After April 30, swimmers who were registered only with a Varsity Team (U SPORTS or RSEQ), in the Varsity registration type who wish to continue to train and compete must be registered with an 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.
- e) 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.

4.25 Registration Class: Varsity

Type	Varsity	Varsity Year-Round
Definition	Swimmers who will compete at USPORTS/RSEQ competitions with a Varsity Team.	Swimmers who will compete at USPORTS/RSEQ competitions and Swimming Canada sanctioned events (including Swimming Canada National Competitions) with a Varsity Team.
Eligibility	Team members of a Varsity Team; U SPORTS or RSEQ only	Team members of a Varsity Team or other senior aged athletes at the discretion of the PS and University
Valid	September 1 through April 30	September 1 through August 31

- a) All swimmers registered in a Varsity registration type may represent their Varsity Team in any Swimming Canada competition, including Swimming Canada National Competitions, with a start date between September 1 and April 30.
- b) Varsity Swimmers can register with a Varsity Team that is outside the boundaries of their permanent residence.
- c) 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.
- d) All swimmers registered in the Varsity Year-Round registration type may represent their Varsity Team in any Swimming Canada Competition, including Swimming Canada National Competitions, with a start date between September 1 and August 31.

4.26 Registration Class: Pre-Competitive

Type	Pre-Competitive
Definition	Swimmers enrolled in sessional “Learn to Swim “and “Fitness” type programs.
Eligibility	Swimmers ages 17 and under, not intending to participate in sanctioned competitive events
Valid	September 1 through August 31

- a) Age of Swimmer based on the Swimmers age as of December 31 in the current season
- b) The Swimming Canada fee shall apply for an unlimited number of sessions in the swimming year.
- c) Swimmers in the Pre-Competitive type may compete as 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 must be uploaded to the results and rankings as Exhibition swims.



- d) Swimmers in the Pre-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.

4.27 Registration Class: Summer

Type	Summer	Summer - Open
Definition	Summer Swimmer who plan only to compete in Summer sanctioned competitions within the PS in which they are registered.	Summer Swimmers who plan to compete in the summer sanctioned competitions and in PS/Swimming Canada sanctioned competitions excluding Swimming Canada National Competitions during the applicable period May 1 through August 31.
Eligibility	Participants of a Summer Club who are registered in the RTR	
Valid	May 1 through August 31	

- a) Summer Swimming Registration Fees are set by the applicable PS.
 b) Swimmers wishing to compete in any Swimming Canada National Events, must register in the appropriate Swimming Canada Competitive type with an affiliated Age Group program.
 c) Swimmers in the Summer – Open Registration type will not be included in any Swimming Canada rankings.

4.28 Registration Class: Masters

Type	Masters	Masters-Open
Definition	Masters Swimmers participating in Masters events.	Masters Swimmers who wish to compete in Masters events and Swimming Canada sanctioned events
Eligibility	Limited to swimmers aged 18 and over	
Valid	September 1 through August 31	

- a) Masters swimmers can be registered with more than one Masters Club. The second and subsequent registrations must reflect the same Swimmer ID number. Swimmers may only represent one Masters Club at a Masters Event.
 b) Masters Swimmers registered in the Masters-Open type are not eligible to compete at Swimming Canada National Competitions except for the Canadian Masters Swimming Championships. 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 swimmers.



4.29 Registration Class: Limited Event

Type	Limited Event	Limited Event – Open Water
Definition	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.	A single competitive open water event sanctioned by Swimming Canada or a Provincial Section.
Eligibility	Eligible participants into the specific external organization’s sanctioned event, Swimmers are registered by the PS into the event designated as ‘Other’ type	
Valid	The duration of the approved single sanctioned event	

- a) A sanctioned ‘Other’ type event is for Canadian purposes only. Any requests for FINA/WPS sanctioning must go through the appropriate international federation.
- b) 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.
- c) This registration type is limited to a single entry of participants, not currently registered with a Club affiliated with a PS, into the sanctioned Provincial, National or International competition or event.
- d) The respective Provincial Registrar is designated as the registrar for the event.
- e) At the discretion of the CEO or their designate, Safe Sport rules may apply. Refer to [Registration Safety Policy and Procedures](#) in this manual.



5. 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.

These transfer rules apply to transfers between Age Group Clubs, Summer Clubs and Varsity Year Round Teams. Swimmers moving from an Age Group Club to a Varsity or Masters Clubs and between Varsity or Masters Clubs are not considered transfers.

- 5.1 A swimmer registering with a new club at the start of a season will not be considered the first transfer for that season.
- 5.2 A swimmer wishing to change clubs must make a request to the Club Registrar of the new club to begin the registration process in the RTR which will initiate a transfer. An email transfer request is sent to the current (releasing) Club and the PS.
- 5.3 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.
- 5.4 If the swimmer has no outstanding financial commitments to that club, the former club must release the swimmer immediately.
- 5.5 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).
- 5.6 The releasing club is not allowed to charge a transfer and/or release fee to the swimmer.
- 5.7 A transfer is effective on the date the approval is formally given by the PS.
- 5.8 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.
- 5.9 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.
- 5.10 A Swimmer registering in the Varsity Year-Round registration type will be required to transfer from their previous Age Group Club. The RTR will automatically initiate the transfer for this Swimmer.
- 5.11 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.
- 5.12 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.
- 5.13 Registrants of a suspended club are eligible to transfer to another club as per the above procedures.
- 5.14 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.
- 5.15 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.



6. CROSS PROVINCE SWIMMER REGISTRATION

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.

- 6.1 Swimmers wishing to register or transfer to a Club within the province or 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 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 (if permitted by PS).
 - d) Swimming Canada High Performance Centres or NextGen Program swimmers can register in one of the following ways
 - Age Group club within provincial boundaries of their permanent residence
 - Age Group Club or Varsity Team (if applicable) in the city of the High Performance Centre of NextGen Program
 - e) Masters swimmers



7. COACHES

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** Pre-competitive Coach, Masters Coach, Triathlon Coach, Summer Club Coach.

VALID: registration valid September 1 to August 31

Rules and Procedures:

- 7.1 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.
- 7.2 Coaches working with Swimming Canada registered swimmers must be registered in the A1, A2, B, C or D type and meet the minimum NCCP certification requirements (see [Appendix A: Coach Certification](#)).
- 7.3 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 CSCA within 2 weeks (14 days) of commencing activity as a coach.
- 7.4 All Coaches must be a minimum of 15 years of age to actively coach in a Swimming Canada affiliated program and be registered in the RTR.
- 7.5 To be fully registered, Coaches must meet the following requirements:
 - a) Screening as per your PS and the CSCA in accordance with the standards set in the Swimming Canada Screening Policy;
 - b) Approved Safe Sport Training to be completed every five years:
Respect in Sport for Activity Leader Training OR Coaching Association of Canada's Safe Sport Training
 - c) Any additional registration requirements set by the PS;
- 7.6 Coach registration is complete when
 - a) Swimming Canada, the PS and the CSCA registrations have been processed fully in the RTR,
 - b) The Coach has met the minimum NCCP certification requirements (see [Appendix A: Coach Certification](#))
 - c) Full payment has been made
 - d) The Swimming Canada, PS and CSCA Requirements outlined above (7.5) are met.
- 7.7 Coaches have until November 30th to complete the above requirements before being considered non-compliant. Coaches who register after December 1st will have 30 days to complete the requirements.
 - a) Coaches registered with a Summer Club have until May 30th to complete the above requirements
- 7.8 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.
- 7.9 All Coaches will be required to sign the Acknowledgement and Assumption of Risks Form, agree to Swimming Canada's policies and decide if they wish to receive commercial emails.
- 7.10 Once registered with a primary club, which will hold the highest registration type, coaches will be able to affiliate with additional clubs through their RTR account. There will be no additional fees for additional club affiliation.



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- 7.11 Independent Coaches who are not affiliated with any one Club, may apply for registration directly to the PS or Swimming Canada. 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 attend Provincial meets as defined and approved by the PS.
 - d) An Independent Coach, registered in any type, may attend but may not coach swimmers at a Swimming Canada National Competition.
 - e) Should an Independent Coach wish to coach swimmers at a Swimming Canada National Competition they must become registered with a club or transfer their registration to a club.
 - f) 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.
- 7.12 A PS may 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*)
- 7.13 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)

See [Appendix A: Coach Certification](#) in this document for information related to Coach Certification and minimum NCCP Registration Certification Requirements



8. OFFICIALS

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

- 8.1 All Officials must be registered annually as an Official in RTR within two weeks (14 days) of commencing activity as an Official.
- 8.2 All Officials are required to sign the Acknowledgement and Assumption of Risks Form, agree to Swimming Canada's policies and decide if they wish to receive commercial emails.
- 8.3 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.
- 8.4 Those Officials not affiliated with a Club pursue their Swimming Canada Officials registration directly through their PS.
- 8.5 It is the responsibility of the Official to manage their certification levels.



9. 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.

Suspended Swimmer Procedure:

- 9.1 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.
- 9.2 Upon determining that a swimmer suspension will be imposed the time period (start date and end date) will be noted in the RTR.
- 9.3 A Swimmer with a suspended status in the RTR will be prohibited from entering a sanctioned competition.
- 9.4 A Swimmer with a suspended status in the RTR is not permitted to transfer to a new Club until the suspended status has been removed by the Provincial Registrar.
- 9.5 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.
- 9.6 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

Suspended Coach Procedure:

- 9.7 PSs and the CSCA 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.
- 9.8 Upon determining that a coach suspension will be imposed, the time period (start and end date) will be noted in the RTR.
- 9.9 A Coach with a suspended status in the RTR will be prohibited from interacting with Swimming Canada registrants (training and competition settings).
- 9.10 A Coach with a suspended status in the RTR will not be entitled to insurance privileges during the term of their suspension.
- 9.11 A Coach with a suspended status in the RTR will not be permitted to transfer clubs during the duration of their suspension.
- 9.12 The National Registrar will consult with the PS Executive Director prior to removing the suspended status in the RTR.

Suspended Official Procedure:

- 9.13 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. PSs also have the authority to suspend Officials.
- 9.14 Upon determining that an official's suspension will be imposed, a time period (start and end date) will be noted in the RTR.
- 9.15 An Official with a suspended status in the RTR will be prohibited from officiating at Swimming Canada sanctioned events.
- 9.16 An Official with a suspended status in the RTR is not permitted to transfer to a new Club until the suspended status has been removed by the Provincial Registrar.



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- 9.17 An Official with a suspended status in the RTR will not be entitled to insurance privileges during the term of their suspension.
- 9.18 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.



10. CANADIAN SWIM COACHES ASSOCIATION (CSCA) – SPECIAL INTEREST GROUP MEMBER

Procedure and Rules:

- 10.1 As a Special Interest Group member, the CSCA 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 CSCA.
- 10.2 Swimming Canada's long-standing partnership with the CSCA requires registered coaches working with a Swimming Canada affiliated club or PS to also become registered with CSCA.
- 10.3 The following submissions are required annually from CSCA to Swimming Canada via the National Registrar:
 - a) The CSCA 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)

CSCA Memorandum of Understanding

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



APPENDIX A: COACH CERTIFICATION

- 11.1 All returning Coaches (A1, A2, B & C) have until November 30th to become at a minimum Fundamentals Coach Level 1 CERTIFIED.
- 11.2 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.
- 11.3 First year Coaches referred to in the previous point (11.2) are not eligible to coach at any sanctioned competition unless they are being mentored and accompanied by a Coach certified at a higher level.
- 11.4 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 Fundamental Coach Level 1 CERTIFIED.
- 11.5 Community Sport Coaches and Swimming Teacher Coaches, category D, are not eligible to attend any sanctioned competition unless being supervised and accompanied by a mentor coach certified at a higher level.
- 11.6 Masters Club Coaches registered in category D, may attend Masters only sanctioned competitions without being supervised and accompanied by a mentor coach.
- 11.7 A Community Sport Coach, registered in category D, may coach two swimming seasons, registered in category D, and prior to November 30 of their third swimming season must progress to Fundamental Coach (level 1) TRAINED status.
- 11.8 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.
- 11.9 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.
- 11.10 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.
- 11.11 Coaches have 3 months to complete the requirements to challenge the Fundamentals level, 6 months to complete the requirements to challenge the Age Group level and 9 months to complete the requirements to challenge the Senior Coach level.
- 11.12 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.
- 11.13 A Coach who does not meet any of the aforementioned requirements may appeal to their PS office for temporary access to Provincial Level meets.
- 11.14 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/>



11.15 It is incumbent upon the Coach to manage their certification levels for registration purposes, and for participation in Swimming Canada National Competitions. See Minimum Coach Certification Levels outlined below:



Minimum Coach Certification Levels

Type	Minimum NCCP Certification for Coach Registration Type by November 30 th in second year of coaching	Minimum NCCP Certification for attendance at Swimming Canada National Competitions (2022-2024)
A1 – Head Coach (Swimming Canada National Event)	Fundamentals Coach (Level 1) CERTIFIED = https://www.swimming.ca/en/definition-training-certification/	Senior Coach (Level 3) Trained Or Age Group Coach (Level 2) Certified
B – Assistant Coach (Swimming Canada National Event)	Fundamentals Coach (Level 1) CERTIFIED = https://www.swimming.ca/en/definition-training-certification/	<u>Canadian Swimming Trials or Championships</u> Senior Coach (Level 3) Trained Or Age Group Coach (Level 2) Certified <u>East/West or Junior Championships</u> Age Group Coach (Level 2) Trained
A2 – Head Coach (Provincial Event)	Fundamentals Coach (Level 1) CERTIFIED = https://www.swimming.ca/en/definition-training-certification/	N/A
C – Assistant Coach (Provincial Event)	Fundamentals Coach (Level 1) CERTIFIED = https://www.swimming.ca/en/definition-training-certification/	N/A
D- Pre competitive Coach, Masters Coach, Triathlon Coach, Summer Club Coach	Fundamentals Coach (Level 1) TRAINED = https://www.swimming.ca/en/definition-training-certification/ Or Swimming Teacher TRAINED = https://www.swimming.ca/en/definition-training-certification/ Or Community Sport TRAINED (Not more than two years) https://www.swimming.ca/content/uploads/2015/10/certification-pathway-community-sport.pdf 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 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	N/A