

BOARD POLICY

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

Policy Statement

Swimming Canada maintains a national registry, including Provincial Section members, Special Interest Group members (Athletes Council, Canadian Swim Coaches Association, High Performance Clubs, Officials Competition and Rules Committee), Clubs, Swimmers, Coaches, and Officials.

Purpose

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

Application

Swimming Canada sets rules and procedures for all aspects of Provincial Section members, Special Interest Group members, Clubs, Swimmers, Coaches and Officials registration. Provincial Section members have the obligation to inform clubs and club registrants on procedures and consents required. Provincial Section members may introduce procedures and rules in addition to Swimming Canada's standards and requirements.

An on-line database will be maintained by Swimming Canada for the purpose of Provincial Section members, Special Interest Group members, Clubs, Swimmers, Coaches, and Officials registrations under the supervision and accountability of the CEO or delegate.

All Provincial Section members, Special Interest Group members, Clubs, Swimmers, Coaches and Officials must be registered on an annual basis. The registration period is September 1 – August 31.

Responsibilities

Body	Action
CEO	<ol style="list-style-type: none">1. Ensure the maintenance, protection and archive of a national registration database for the purposes outlined in this policy.2. Determine and communicate the requirements for registration of Provincial Section members, special interest group members, clubs, coaches, officials, and swimmers to the Provincial Sections.

Body**Action**

3. Develop and implement procedures that address requests for transfer between clubs and provinces, and for resignation from Swimming Canada.

Limitations

Personal registration information will only be retained and utilized by Swimming Canada as outlined in the Board: Privacy Policy.

References

Board Policy: Privacy

Swimming Canada General By-Laws

National Registration Procedures and Rules Manual

Swimming Rules of Swimming Canada

Review and Approval

Approval: August 28, 2007

Reviewed and Approved: October 23, 2009

Reviewed and Approved: September 18, 2015

Reviewed and Approved: May 22, 2019

Reviewed and Approved: March 23, 2021