



National Registration Policy

&

Procedures Manual

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POLICY

NATIONAL REGISTRATION POLICY

Policy Section: Board

Policy Subsection: Sport Development Committee

Policy Title: National Registration

Policy Statement

Swimming Natation Canada (SNC) maintains a national registry, including Provincial Section members, Special Interest Group members (High Performance Clubs, CSCTA, Athletes Council, PODC, MSC), Clubs, Swimmers and Coaches.

Purpose

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

Application

All Provincial Sections, Special Interest Group members, Swimmers and Coaches must register on an annual basis. An on-line database will be maintained by SNC for the purpose of Provincial Section, Special Interest Group members, Club, Swimmer and Coach Registrations under the supervision and accountability of the CEO or delegate.

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 Provincial Section members, Special Interest Group members, Clubs, Coaches and Swimmers registration to the Provincial Sections.3. Develop and implement procedures that address requests for transfer between clubs and provinces, and for resignation from SNC.

Limitations

Personal information is kept by SNC for the duration of participation in national or provincial programs. At the end of each competitive season (August 31), the data is archived and re-activated for those who re-register.

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

References

Board: Privacy Policy

SNC Bylaws
National Registration Policy and Procedures Manual

Approved: August 28, 2007

Review and Approval: May, 26, 2009

Review and Approval: October 23, 2009

Reviewed: May 7, 2013

DEFINITIONS AND OVERVIEW

DEFINITIONS

“Affiliation” means fully registered;

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

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

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

“Club” means any organized group of persons associated for the purpose of swimming and registered as a Member of SNC and includes registered Age Group Clubs, University Teams, Associations, MSC and Summer Clubs;

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

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

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

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

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

“High Performance Clubs” are Special Interest Group Members as identified annually as the Top 6 performance clubs at the highest prioritized SNC designated meet who have applied for membership and who are registered with SNC as Special Interest Group Members;

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

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

“Masters Club” means a club concurrently registered with Masters Swimming Canada (MSC);

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

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

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

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

“National Swim Centre” and **“National Academy”** refers to high performance training entity in Canada as designated by SNC. National Swim Centres and National Academies are not considered as clubs in the registration system;

“National Team” means the National Swim Team as determined by SNC from time to time;

“New registrations” refers to first time registrations that swimming year and University-Varsity swimmers who upgrade to the Competition Open membership category.

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

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

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

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

“Sanctioned” means a competitive swimming competition under the authority of SNC in an approved competition site having the minimum standards of SNC with the expectation of qualified officials; and where the results are uploaded to the Swimming Canada results database;

“Summer Club” means a club registered with SNC, the Provincial Section and the Provincial Summer Swimming Association;

“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 SNC. Suspended coaches may not participate in any interaction or activity with SNC registrants or until registration has been reinstated to ‘Active’ status.

“SNC” means Swimming/Natation Canada;

“SNC Competition” means any sanctioned competition in Canada including SNC Designated Competitions;

“SNC Designated Competition” means the Spring Trials/Nationals, Summer Senior Nationals, Speedo Eastern and Western Canadian Championships, and the Age Group Championships competitions which are designed and run in accordance with the meet format determined by SNC;

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

“Swimmer” means an “eligible competitor” as defined by the rules of FINA, who is a Member and who is in compliance at all times with FINA rules;

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

“University Team” or **“Varsity Team”** means a swimming team registered with the Canadian Interuniversity Sports (CIS) and with SNC. A Registered University team is considered a “Club” in the National registration and result system. A University Team is considered a separate entity than a registered SNC Age Group Club;

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

OVERVIEW:
Swimming Canada Registration process chart

MEMBER	REGISTRATION PROCESS	VOTING MEMBER
Provincial Sections	Annual PS registration process is outlined in the National Registration Procedures and Rules - Provincial Sections and the Swimming Canada By-Laws	YES Votes based on the number of registered competitive swimmers in that province.
Special Interest Group - CSCTA - Athletes Council - PODC - MSC	Process includes submission of required information as outlined in the National Registration Procedures and Rules and the Swimming Canada By-Laws - MSC fees – based on MSC registrations on August 31; stated on fee page	YES Each Special Interest Group member shall have one vote
Special Interest Group - High Performance Club	As stated in the By-Laws of Swimming Canada, the organization contacts six High Performance clubs based on performances at the highest corporation designated swimming competition.	YES Each Special Interest Group High Performance Club shall have one vote
REGISTRANTS	REGISTRATION PROCESS	NON-VOTING
Clubs	Clubs apply for and are nominated for affiliation with Swimming Canada through their respective Provincial Sections	Clubs may attend Members' Meetings
Swimmers	Annual Swimmer registration process is outlined in the National Registration Procedures and Rules – Swimmer Registration. - Swimmers affiliate annually with Swimming Canada by registering with a Club and/or University team - Online registration is processed by the Club Registrar and completed upon receipt of payment by the PS Registrar and confirmation of collected personal information. - Fees dependent on registration category; <ul style="list-style-type: none"> ➢ Competitive – Fundamental (8 & under) ➢ Competitive – Skills (9-10) ➢ Competitive – Development (11-14) ➢ Competitive – Open (15 & over) ➢ Competitive – Open-Varsity (available Sept 1- Mar 31, valid Sept 1 to Aug 31) ➢ University – Varsity (valid Sept 1-Mar 31) ➢ Non-Competitive – Sessional Learn-to-Swim/Fitness ➢ Other (Summer, Summer-SNC, Limited Event) ➢ Unattached Canada (Non-Resident Canadians) ➢ Masters – MSC ➢ Masters – MSC Open 	Swimmers may attend Members' Meetings
Coaches	Coach registration process is outlined in the National Registration Procedures and Rules – Coach Registration. Coaches must be certified or “in-training” status with the CAC under NCCP and be annually registered with SNC and be annually registered member in good standing with the CSCTA.	Coaches may attend Members' Meetings

SWIMMING CANADA REGISTRATION FEES FOR 2014-15 & 2015-16, 2016-17

Registration Type	Category	2014-15 fees	2015-16 fees	2016-17 fees
Affiliation	Provincial Section	0	0	0
Competitive	Fundamental (8&U)	\$21.00	\$22.00	\$23.00
Competitive	Skills (9-10)	\$41.00	\$42.00	\$43.00
Competitive	Development (11-14)	\$61.00	\$62.00	\$63.00
Competitive	Open (15&O)	\$81.00	\$82.00	\$83.00
University	Varsity	\$40.50	\$41.00	\$41.50
Competitive	Open-Varsity	\$40.50	\$41.00	\$41.50
Competitive	Unattached-CAN	\$100.00	\$100.00	\$100.00
Non-Competitive	Sessional Learn to Swim / Fitness	\$9.00	\$10.00	\$11.00
Other	Limited event	\$7.00	\$8.00	\$9.00
Other	Summer (May1-Aug31)	\$1.00	\$1.00	\$1.00
Other	Summer-SNC (May1-Aug31)	\$10.00	\$10.00	\$11.00
Masters	MSC	\$2.00	TBC	TBC
Masters	MSC-Open	\$83.00	\$84.00	\$85.00
Coach	Coach A1 – Head Coach Coach A2 – Head Coach Coach B – Assistant Coach Coach C – Assistant Coach Coach D – Non-Competitive	\$12.00	\$13.00	\$14.00
Affiliation	High Performance Club(6)	0	0	0
Affiliation	University Team	0	0	0

Note: Provincial Registration Fees are set by the Provincial Section

Provincial Section Swimmer and Coach Registration fees invoicing schedule

Swimming Canada will invoice the Provincial Section for the season's swimmer and coach registration fees in April and October based on statistics as of March 31 and August 31 respectively.

Swimming Canada will invoice Masters Swimming Canada for the season's registration fees. These fees are invoiced in October based on statistics as of August 31.

OPERATIONAL PROCEDURE AND RULES

NATIONAL ASSOCIATIONS PROCEDURE AND RULES

Purpose:

Whereas SNC embraces the concept of Associations as a means to exercise “economies of scale” in providing an enhanced training and competitive atmosphere for swimmers, it has been deemed appropriate that Provincial Sections will be tasked with reviewing their respective Association applications and ensuring annual compliance related to the Operating Structure.

Procedure:

The following procedures govern the formation, structure and function of Member Swimming Associations:

- Clubs and University teams must register with their PS as individual clubs
- Two or more Clubs and/or University teams may apply to their respective PS to form an Association
- A Club and/or University team may be a member of only one Association at any given time
- A registered Association will not be granted voting status within the provincial or national jurisdictions
- Athlete transfer procedures are not affected by the existence of an Association; however, swimmers moving within clubs in an association may still compete for the Association during the unattached period
- Provincial Sections will set their own annual association fees, payable no later than October 31st of each year, or upon approval of new Association status by the Executive Director / Technical Director

Operating Structure:

- Associations must be incorporated by their respective provincial jurisdiction as legal entities (a registered “not-for-profit” society or a “for profit” business)
- Associations must have signed, written agreements by the President and Head Coach of each program or club
- Associations must have a constituted Board of Directors and a formal decision-making structure
- A Technical Director or Consultant must be named whose role is to improve the quality of swimming in the Association; specifically, the Technical Director will create an annual plan that includes regularly planned Association training sessions, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule, to be submitted to the PS Executive Director/Technical Director prior to September 30 of each year
- A Club and/or University team may join an Association at any time
- A Club and/or University team may not transfer or change Associations except after Summer Nationals and prior to September 30 each year
- A Club and/or University team may compete as an individual club/team, or their respective Association at any competition, but all swimmers of the program must compete as that entity for the entire competition

Annual Review:

- Associations will be reviewed on an annual basis by the Executive Director / Technical Director of the PS. The purpose is to ensure compliance to requirements stated in the Operating Structure. The Executive Director will give non-compliant Association(s) a three-month period to make the appropriate changes to their operating structure. Failure to comply will result in suspension of the Association.

Application Process:

When applying for status as an Association, the applicant must submit to the respective PS Executive Director:

- Proof that the Association is a legal entity within their province.
- A formal written agreement signed by the President and Head Coach of each Program.
- A list of the Association's Board of Directors and Technical Director/Consultant.
- An outline of the Association's formal decision making structure.
- An outline of the Association's annual Training Plan, including: training opportunities, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule.
- Expected results and Performance Measures for Years 1, 2 and 3.

NATIONAL CIS REGISTRATION PROCEDURE AND RULES

Purpose:

To register all varsity swimmers of University swim teams with Swimming Canada and allow SNC to issue a sanction for the CIS or CIS-affiliated swimming events.

Procedure:

- A Canadian Interuniversity Sports (CIS) swim team must register with SNC for the swim season through their provincial section. A provincial section may levy its own University team registration/affiliation fee in addition to any required SNC fee.
- All swimmers participating in a CANADIAN University program must register as a *University-Varsity* member with the University team through the SNC Registration database system. Those wishing to compete concurrently with their “home/age group” club must also register with the age group club as an *Open-Varsity* member.

University-Varsity:

The *Varsity category* is targeted for swimmers who will compete solely for their University Team at CIS affiliated competitions (CIS Champs, CIS Conference competitions, dual/tri meets between CIS teams, CEGEP and College Competitions) and in any SNC competition including SNC designated competitions. This membership category is valid from September 1 to March 31.

Open-Varsity:

Varsity swimmers wishing to compete for their home club at SNC competitions must register concurrently in the Open-Varsity category with their home club and in the University-Varsity category with the University team. This membership category is valid for the entire swim year (September 1 to Aug 31).

- Swimmers registered in *the University-Varsity category* that wish to train with a SNC registered club and compete in a SNC sanctioned meet after March 31, must register through the SNC registration database system in the *Competitive-Open category* and shall pay the appropriate SNC/PS registration fee. Should a swimmer register with a club other than the one previously registered with, a transfer shall be initiated.
- Varsity swimmers who are registered with only their University team may swim for their University team at competitions that have a competition start date of March 31 or prior. Varsity swimmers who are registered concurrently with both a University team and a SNC home/age-group club may swim for either their varsity team or their SNC home/age-group club, at competitions that have a competition start date of March 31 or prior. For competitions that have a start date of April 1 or after, the swimmer can only represent an SNC club.
- Swimmers attending an educational institution outside of Canada wishing to compete for their home Canadian club must register in the Competitive-Open Category.

Scenarios:

- Varsity swimmers wishing to compete for only their University team at CIS affiliated competitions and SNC competitions (including SNC designated competitions) from September 1 to March 31 must register in the University-Varsity category and pay the current SNC fee and the Provincial Section fee. (registration valid from Sept 1 to March 31)
- Varsity swimmers wishing to also compete for their home club at SNC competitions must register concurrently in the *Open-Varsity category* with their home club and pay the current SNC fee and the Provincial Section fee (valid from Sept 1 to August 31) in addition to the fees outlined in scenario 1.
- Varsity swimmers who have only registered in the University-Varsity category from September 1 to March 31 and then decide to compete in SNC competitions from April 1 to August 31 will register with an SNC club in the Competitive-Open category and will pay the current SNC spring fee and the Provincial Section fee.

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

NATIONAL CLUB CODE PROCEDURE AND RULES

Purpose:

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

Club Code Rules:

- All clubs currently affiliated with a Provincial Section (PS) and thereby a member of SNC shall already have a distinct “club code” to be used for the purposes of identifying such clubs through the common entry procedures as practiced in sanctioned competitions in Canada. It is the responsibility of both the entering club and the meet management to ensure this policy is adhered to.
- In the case of existing duplicate codes, the longest standing 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. SNC must determine that the history of the second club’s results and swimmers will not be affected by the change of club code.
- New clubs may suggest or be assigned a code by the PS. The PS will be required to check with the National Registrar to determine if it is not a duplicate.
- Clubs wishing to change their name and code must apply to the PS requesting a new name and code which the PS will be required to confirm with the National Registrar that it does not duplicate any existing club code.

Club code abbreviations to be used for various allowable uses of UNATTACHED

UNCAN: Unattached Canada, club code designation for non-resident Canadians, registering directly with Swimming Canada for the purposes of competing at a Trials or selection competition

UNAB, UNBC, UNNL etc.: club code designation for registered swimmer during the 60 day unattached period for 2nd or subsequent transfers

UNVAR: club code designation for any/all University registrants complying with NCAA regulations while competing in an SNC sanctioned competition. This member must also be a registered member of a Canadian Age Group club, or in the case of SFU; be registered as University-Varsity between September 1 and March 31.

UNMQC, UNMSK, UNMNB etc.: club code designation for a Masters swimmer who does not register with a club, but registers directly with the PSO.

NATIONAL REGISTRATION PROCEDURE AND RULES – PROVINCIAL SECTIONS

Purpose:

The national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, programming and compliance with Canada Revenue Agency requirements. The membership cycle begins annually on September 1st and ends on August 31st.

Rules:

- Provincial Sections must register annually with Swimming Canada through the on-line registration system.
- The authority over its members and the privileges and responsibilities of members are defined in the By-Laws and Policies of the respective Provincial Section, Swimming Canada and Masters Swimming Canada.
- In addition to the requirements set out by SNC and MSC, each Provincial Section has the authority to have their own requirements and procedures for new club affiliations and annual club registration renewal processes.

The following PSO information is required to be updated annually in the Registration system PSO Info page:

- Provincial Section office and staff information
- Provincial President Contact Information
- Date of Provincial Section AGM

The following are required to be submitted electronically or by mail annually to Swimming Canada:

- Provincial Sections are required to confirm or submit changes to their respective swimmer types, swimmer categories and provincial fees to the National Registrar annually by August 15th.
- Charitable Donation Return of Information form (must be received by September 15th)
- Audited statements (must be received by September 15th)
- Confirmation of PS membership statistics as of August 31st (must be received by September 30th)
- Provincial Section Privacy Policy Compliance Declaration form (must be received by September 30th)
- Annual General Meeting minutes or link to online location (within 30 days of PSO AGM)
- Updates or revisions to Constitution, Bylaws and Policy Manuals or link to online location (within 30 days of PSO AGM)

NATIONAL REGISTRATION PROCEDURES AND RULES – CLUBS

Purpose:

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

Rules:

- Age Group Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- Varsity Teams must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to March 31 of each year.
- Summer Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of May 1 to August 31 of each year.
- Masters Clubs must register with their Provincial Section and/or their Provincial Masters Organization on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- Associations must apply for approval and must undergo an annual review to ensure adherence to the Operating Structure outlined in the Associations Procedure with their Provincial Section. Associations must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- Club Registrations become final upon payment of all applicable fees to the applicable Provincial Section and the submission of required club contact information and other documentation as set by the Provincial Section.
- Clubs may only run programs within the provincial boundaries of their geographical location and may only register with a Provincial Section within the provincial boundaries of their geographical location.
- Clubs from the Yukon Territory and Northwest Territories wishing to join SNC shall apply for affiliation with the Provincial section as follows; Yukon; Swim BC, Northwest Territories; Swim AB.

NATIONAL REGISTRATION PROCEDURES AND RULES - SWIMMERS

Purpose:

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

Overview:

Registration of swimmers must be processed annually by the Club Registrar through the Swimming Canada online registration system through their respective Provincial Section. Swimmer registrations become final upon payment of all applicable fees to the appropriate Provincial Section and upon verification and completion of the primary contact information of the registrant and Para/Aboriginal Ancestry questions. Refer to fee table in this manual for annual registration category fees.

In order to compete in FINA/SNC sanctioned competitions, swimmers must be registered annually through the SNC online registration system as COMPETITIVE, through their respective Provincial Section.

Swimmers who wish to register with a club that is different from the previous club that they were formally registered with, must first be released from their former club. The National Transfer and National Cross Province Swimmer registration procedures govern this and are contained in this manual.

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

Fundamental Rules:

- > All swimmers must register annually
- > The season registration period is September 1 to August 31 with the exception of University-Varsity category registration period of September 1 to March 31.
- > All Age Group swimmers must register with a Canadian Age Group swim club who is a member in good standing with the respective Provincial Section.
- > A swimmer may only register with one Age Group club at a time.
- > A swimmer's registration must be completed within two weeks (14 days) of commencing participation with a club
- > Swimming Canada does not refund registration fees to withdrawing swimmers.
- > Registration between September 1 and March 31 will be invoiced at full cost (see table) with no rebates for the current year.
- > Provincial Fees are determined by the Provincial Section.
- > If a club is suspended, swimmers must transfer their registration to another swim club who is a member in good standing with the respective Provincial Section in order to remain registered members.

Category Specific Rules:

REGISTRATION TYPE: COMPETITIVE

CATEGORIES (4): FUNDAMENTAL (8&U)
SKILLS (9-10)
DEVELOPMENT (11-14)
OPEN (15 & O)

- > Category assignment is based on the swimmers age as of Dec 31 in the current season
- > The four Competitive registration categories allow members to enter unlimited sanctioned competitions.

- SNC fees for New Registrations after March 31 in the four Competitive Categories (Fundamental, Skills, Development and Open) will be reduced by 50%.
- “New registrations” refers to first time registrations that swimming year and University-Varsity swimmers who upgrade to the Competitive-Open membership category.

REGISTRATION TYPE: UNIVERSITY

CATEGORY: VARSITY

ELIGIBILITY: Canadian University Team members / CEGEP / College-Leagues

- University – Varsity category membership is valid from September 1 to March 31
- All Varsity swimmers participating in a Canadian University/CEGEP/College-League program MUST register as registration type University Varsity
- The University Varsity category is targeted for swimmers who will compete at CIS/CEGEP/College competitions and represent their CIS/CEGEP/College team in any SNC competition between Sept 1 and Mar 31.
- Swimmers wishing to compete concurrently in SNC competitions representing their “home/age group” club from September 1 to August 31 will ALSO register with the age group club as a Competitive Open-Varsity member.
- If not concurrently registered as Competitive Open-Varsity, University Varsity registered swimmers wishing to compete in SNC competitions from April 1 to August 31 will register with an SNC club in the Competitive Open category at the reduced fee after March 31. Provincial Sections have the authority to apply swimmer fee reductions to their PS fees.

Clarification: Varsity swimmers who are registered with a University team may swim for their University team at competitions that have a competition start date of March 31 or prior. Varsity swimmers who are registered concurrently with both a University team and an SNC home/age-group club may swim for either their University team or their SNC home/age-group club, at competitions that have a competition start date of March 31 or prior. For competitions that have a start date of April 1 or after, the swimmer can only represent their SNC club.

- A swimmer attending an educational institution outside of Canada and who wishes to also register with their home club, must do so in the Competitive Open category.
- Varsity swimmers who wish to compete in Varsity competitions and Masters Competitions will register as a University-Varsity member AND as a Masters-MSc member.

REGISTRATION TYPE: COMPETITIVE

CATEGORY: OPEN-VARSITY

ELIGIBILITY: Swimmers who have registered with a Canadian University Team

- Varsity swimmers attending a Canadian university wishing to compete for their home/age group club at SNC competitions must register concurrently in the Competitive Open-Varsity category with their home age-group club and in the University-Varsity category with the University team.
- Varsity swimmers attending educational institution outside of Canada who wish to compete for their home club at Competitions must register in the Competitive Open category
- Varsity swimmers who are registered concurrently with both a Canadian University team and a SNC home/age-group club may swim only for either their varsity team or their SNC home/age-group club, at competitions that have a competition start date of March 31 or prior. For competitions that have a start date of April 1 or after, the swimmer can only represent an SNC club.
- The Competitive Open-Varsity registration is valid for the swim year (Sept 1 to Aug 31) although it can only be selected as a registration category option during the University season (Sept 1 to Mar 31).
- SNC Fees for Competitive Open-Varsity are limited to athletes registered in a varsity program in Canada and who wish to concurrently compete for their home-club during that swimming season (Sept – Aug).

REGISTRATION TYPE: MASTERS

CATEGORY: MSC

MSC-Open

- Master Registration Categories are limited to swimmers aged 18&over.
- Masters Swimming Canada allows for registrations with more than one club. The second and subsequent registrations must reflect the same Swimmer ID number.
- Swimming Canada sets the SNC fee
- Provincial Sections or Provincial MSO's set the Provincial Section fees.
- The Masters MSC category is targeted for Masters Swimmers who may compete at Masters only events.
- The Masters MSC-Open category is targeted for Masters Swimmers who wish to compete in any SNC sanctioned competitions.
- Masters swimmers registering in the Masters MSC-Open Category must also register in the Masters MSC category

REGISTRATION TYPE: NON-COMPETITIVE

CATEGORY: Non-Competitive Learn-to-Swim/Fitness

- The Non-Competitive type registration is limited to those enrolled in sessional "Learn to Swim Programs" and "Fitness" programs.
- The SNC fee shall apply for an unlimited number of sessions in the swimming year.
- Members in the Non-Competitive category may compete as EXHIBITION in ONE competitive sanctioned event or authorized "racing" opportunity by the regional associations/provincial section per swimming year (September 1 to August 31); their results from the sanctioned event will be uploaded to the results and rankings.
- Swimmers in the Non-Competitive category who wish to compete in additional sanctioned competitions or regional associations/provincial section "racing" opportunities" beyond the one permitted EXHIBITION opportunity must be upgraded to the appropriate Competitive registration category.
- Non-Competitive registrants moving into the Competitive stream will have their Competitive category fee pro-rated by the Non-Competitive fee. No fee discounts shall be applied after March 31st.
- No fee discount shall be applied to NEW Non-Competitive registrations after March 31st.

REGISTRATION TYPE: OTHER

CATEGORY: Summer

Summer – SNC

Limited Event registration

- The Summer and Summer-SNC Registration categories are limited from May 1 – August 31.
- Summer Swimming Registration Fees are set by the applicable Summer Swimming Association
- Provincial Fees are set by the Provincial Section
- The Summer category is targeted for summer swimming members who plan to ONLY compete in summer swimming sanctioned competitions.
- Summer Provincial Registration Fees are set by the Provincial Section
- The Summer-SNC category is targeted for summer swimming members who plan to compete in summer swimming sanctioned competitions AND in non-designated SNC sanctioned competitions during the applicable period May 1 – August 31.
- Swimmers wishing to compete in any SNC designated competitions must register in the appropriate SNC Competitive Category.
- Swimmers in the Summer-SNC Registration Category are not permitted to regularly train with an SNC club and will not be included in any SNC rankings.
- The Limited Event registration category is targeted as a "one-off" membership. This registration type is limited to a single sanctioned competition (i.e. World Police/Fire Games/North American Indigenous Games) for those participants not registered in FINA, SNC, PS, Club programs.

NATIONAL REGISTRATION PROCEDURES AND RULES – COACHES

Purpose:

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

General:

Coaches must register in one of the five (5) “Registration Categories”. These categories are aligned with the CSCTA categories:

- “A1” Head Coach attending Swimming Canada National Meets;
- “A2” Head Coach at Provincial Meets only (cannot attend Swimming Canada National / designated meets);
- “B” Assistant Coach attending Swimming Canada National Meets;
- “C” Age Group Assistant Coach attending invitational and provincial meets;
- “D” Swimming Canada Age Group non-competitive coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club coach.

Swimming Canada designated meets are:

- Olympic, World, Commonwealth, Pan Pacific, Pan American Trials;
- Canadian National Championships;
- Canadian Age Group Championships;
- Eastern and Western Championships;
- Para swimming Can Am Championships;
- Canada Cup.

Rules:

1. All Coaches working with registered Swimming Canada Swimmers must register annually as a COACH via the Swimming Canada online registration system.
2. All Coaches must be a minimum of 16 years of age to actively coach a Swimming Canada affiliated program.
3. Those Coaches not affiliated to a Club must pursue their Swimming Canada, CSCTA and provincial swimming organization registrations directly through their Provincial Swimming Organization.
4. The registration period for coaches is September 1 to August 31 of each competitive season.
5. First year Coaches (all categories) have until November 30th to complete the Swimming 101 Pre-Course Workbook **OR** complete the Red Cross WSI application to achieve ‘in-training’ status. Such coaches are not eligible to coach at any sanctioned competition. For Swimming 101 candidates, once the Swimming 101 course has been completed they are then eligible to attend sanctioned competition.
6. All returning Coaches (all categories) have until November 30th to become at a minimum Swimming Teacher “certified” **OR** Level 1 Fundamentals Coach “certified”.
7. Coaches beginning after November 30th have 30 days to complete the Swimming 101 Pre-Course Workbook **OR** complete the Red Cross WSI application to achieve ‘in-training’ status. Such coaches are not eligible to coach at any sanctioned Canadian competition. For Swimming 101 candidates, once the Swimming 101 course has been completed they are then eligible to attend sanctioned competition.

Effective September 1, 2013 the **minimum coach certification standards** for deck access to Swimming Canada designated meets are:

1. Head Coaches (A1) attending a Swimming Canada Senior National Championships or Trials:

- *NCCP Level 3 Senior Coach “in-training” status.*
- 2. Assistant Coaches (B) attending a Swimming Canada Senior National Championships or Trials:
 - *NCCP Level 2 Age Group Coach “in-training” status.*
- 3. Coaches (A1 & B) attending Eastern/Western Championships, Canada Cup or Canadian Age Group Championships:
 - *NCCP Level 2 Age Group Coach “in-training” status.*
- 4. Coaches (A1 & B) attending a Para Can-Am competition:
 - *NCCP Level 2 Age Group Coach “in-training” status.*

Coaches that have gone through the Foreign Equivalency process and Domestic Challenge process 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.

In the case of extraordinary circumstances, a coach that doesn’t meet any of the aforementioned requirements may appeal to the Swimming Canada Director of Domestic Operations for temporary access to a Swimming Canada designated meet.

For access to a Provincial level meet (ie/ non Swimming Canada designated meet) a coach that doesn’t make any of the aforementioned requirements may appeal to their Provincial Swim Office for temporary access to such meets.

NATIONAL TRANSFER PROCEDURE & RULES

Purpose:

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

Transfer Procedure:

The transfer process shall act as a formal mechanism to terminate a swimmer's affiliation with one club and to initiate his/her affiliation with a new club. It is intended to safeguard clubs and act as a preventative measure to dissuade swimmer recruitment and to serve as a method to resolve any financial conflicts/issues with a swimmer's previous club.

- A swimmer may be registered with only one club and/or varsity team (a swimmer may be registered with a varsity team only or with both a club and varsity team from September 1 to March 31). A swimmer may represent only one of these entities at a time.
- A swimmer changing clubs at any time in the swimming season (September 1 to August 31) will complete the National Swimmer Transfer Procedures.
- A swimmer wishing to change clubs must make a request to the Club Registrar of the new club to initiate a transfer. An email transfer request is sent to the current (releasing) Club and the Provincial Section (PS).
- If the swimmer has no outstanding commitments (financial or other) to that club, the former club must release the swimmer.
- A transfer is effective after the date the approval is formally given by the Provincial Section.
- On the first transfer in the swimming season (September 1 to August 31), following approval by the releasing Club and PS, the swimmer may represent his/her new club.
- 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 new 60 day unattached status period where a swimmer may not represent his/her new club in a competition (score points or swim in a relay) and must enter meets as "unattached" (i.e. UNBC, UNON, UNNS).
- A swimmer transferring to a club in another Provincial Section (PS) will pay the full provincial and any upgrade fees, if applicable, of the new PS. For transfers April 1st onwards, Provincial Sections have the authority to apply swimmer reduction fees. The SNC fee will not be charged twice.

Notes:

- These transfer rules apply only to transfers between Age Group Clubs. Swimmers moving between an Age Group Club and a University, Masters or Summer Club are not considered transfers.
- These transfer rules imply that the former 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.
- A swimmer who has been suspended by the Club, Province or SNC will follow the **National Suspended Swimmer Procedure**.

Procedure for members-in-good-standing of a suspended club to transfer clubs

- Members-in-good-standing of a suspended club are eligible to transfer to another club as per the National Transfer Procedure.

- The transfer of a member-in-good-standing of a suspended club is initiated by the receiving club. In this case the Provincial Registrar has the authority to process the transfer.

NATIONAL REGISTRATION PROCEDURE AND RULES - CROSS PROVINCE SWIMMER REGISTRATION

Purpose:

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

Cross Province Swimmer Registration Operational Procedure:

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

- 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.
- 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.
- 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.
- 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.
- Age Group swimmers from a geographic location where the closest affiliated SNC 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.

This Procedure does not apply to the following situations where specific SNC rules shall govern:

- Swimmers competing in the CIS/NCAA.
- Swimmers enrolled in a graduate studies program and who are post CIS/NCAA eligible.
- Swimmers who are Canadian citizens and permanently residing outside of Canada.
- Swimming Canada High Performance Centres or Swimming Canada Intensive Training Program
- Masters swimmers

NATIONAL SUSPENDED SWIMMERS PROCEDURE AND RULES

Purpose:

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

Suspended Swimmer Procedure:

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

- Clubs who have suspended a member from entering competitions must email the Provincial Registrar, who will consult with the Provincial Section ED and/or Board. The Provincial Registrar has the authority to activate the swimmer's *suspended status* in the membership database.
- A swimmer with a *suspended status* will be prohibited from entering a sanctioned competition.
- A swimmer with a *suspended status* will retain his/her training privileges and is entitled to insurance privileges unless otherwise noted in the terms of their suspension.
- A swimmer with a *suspended status* wishing to change clubs must make a request to the Club Registrar of the new club to initiate a transfer. The Club Registrar of the receiving club must provide notice of their intent to the Provincial Registrar. The Provincial Registrar has the sole authority to initiate this transfer and will do so only after discussion with the current (releasing) club.
- Once the swimmer's suspended status is removed by the club, a club official must email the Provincial Registrar who will consult with the Provincial Section ED and/or Board and has the authority to remove the *suspended swimmer status*.
- The *suspended swimmer status* will not be carried over from one swimming season (September 1 to August 31) to the next.
- The specific terms of a suspension could affect the basic suspension terms listed above.

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

(Special Interest Group Member)

Purpose:

The national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, programming and compliance with Canada Revenue Agency requirements. The membership cycle begins annually on September 1st and ends on August 31st.

Rules:

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 under Procedures. The authority over its members and the rights and responsibilities of members are defined in the Bylaws and Policies of the CSCTA.

Procedure:

Swimming Canada's long standing partnership with the CSCTA requires registered coaches working with a Swimming Canada club or organization to become a member of the CSCTA.

The following submissions are required annually from CSCTA to Swimming Canada:

- The CSCTA is required to notify Swimming Canada's National Registrar of any changes to their respective coach types or categories annually by August 15th for updating in the online system
- Office, Staff and Board of Directors contact information or link to the location online
- Audited financial statements (most recent)
- Annual General Meeting minutes or link to the online location
- Updates to Constitution, Bylaws and Policy Manuals or link to the location online
- Confirmation of previous season annual membership statistics at August 31st (prior to September 30th)

Coach Registration Categories:

"A1" Head Coach attending Swimming Canada National Meets;

"A2" Head Coach at Provincial Meets only (cannot attend Swimming Canada National / designated meets);

"B" Assistant Coach attending Swimming Canada National Meets;

"C" Age Group Assistant Coach attending invitational and provincial meets;

"D" Swimming Canada Age Group non-competitive coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Clubs coach.

REGISTRATION PROCEDURE AND RULES— MASTERS SWIMMING CANADA - MSC

(Special Interest Group Member)

Purpose:

The national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, programming and compliance with Canada Revenue Agency requirements. The membership cycle begins annually on September 1st and ends on August 31st.

Rules:

As a Special Interest Group member, MSC must register annually with Swimming Canada's National Registrar. The required information is contained in this document under Procedure. The authority over its members and the rights and responsibilities of members are defined in the Bylaws and Policies of MSC.

Procedure:

The following submissions are required annually from Masters Swimming Canada:

- Office, Staff and Board of Directors contact information or link to the online location
- Audited financial statements (most recent)
- Annual General Meeting minutes or link to the online location
- Updates to Constitution, Bylaws and Policy Manuals or link to the online location
- Confirmation of previous season annual membership statistics as of August 31st (prior to September 30th)

Masters Type Registration Categories:

Masters MSC
Masters MSC-Open

Master Type Registration Categories are limited to swimmers aged 18&O at the time of registration.

FORMS

NON-RESIDENT SWIMMER REGISTRATION FORM

For Canadian Citizens, Born in, or Outside of Canada, and Permanently Residing Outside of Canada

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

Swimmer Information

Surname: _____ Given Name: _____ Initial: ____

Birth date: (mm/dd/yyyy) ____ / ____ / _____ Gender: (m) ____ (f) ____

Address: street: _____ city: _____
state: _____ country: _____
postal code: _____ e-mail: _____

Telephone home: _____ other: _____

Canadian Passport Number: _____ *(Attach photocopy of current passport)*

Have you represented a country other than Canada in an international competition? Yes ___ No ___

If yes, which country? _____

Which competition? _____ Which year? _____

Parent / Guardian Information (applies to swimmers aged 18 & under)

Surname: _____ Given Name: _____ Initial: ____

Address: street: _____ city: _____
state: _____ country: _____
postal code: _____ e-mail: _____

Telephone home: _____ other: _____

Payment & Information:

Annual registration fee for non-resident Canadian Unattached status with SNC is **\$100.00 CAD**. The registration period is September 1 to August 31. Swimmer's club code for meet entries will be **UNCAN** (Unattached Canada)

Swimmer is required to notify Swimming Canada if the swimmer will use the club code designation: UNCAN at a FINA affiliate sanctioned competition outside of Canada.

Please attach a cheque, money order or complete the credit card information below.

Please make cheques payable to: **Swimming/Natation Canada**.

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

VISA / MasterCard #: _____ expiry date (mm/yy) ____ / ____

Name on card: _____ card security code _____

Contact National Registrar at natloffice@swimming.ca

PRIVACY POLICY COMPLIANCE FORM – SNC UNATTACHED; NON-RESIDENT CANADIAN

Swimming/Natation Canada (SNC) protects and keeps confidential all personal information of its members.

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

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

SNC – UNATTACHED; non-resident Canadian

Swimmer's Name: _____ (the "Swimmer")

Registration Number: _____
(if available)

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

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

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

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

Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided.

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

Should a swimmer wish to review their personal information held by SNC, they must make a request to the Association pursuant to its Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policy.

Such a withdrawal however, may require the cancellation of your membership with and suspension of your activities with SNC.

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

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

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

Date

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

PROVINCIAL SECTION PRIVACY POLICY COMPLIANCE DECLARATION

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

Swimming/Natation Canada (SNC) requests the consent of its members to collect and use personal information primarily for registration and performance purposes. Personal registration information shall include name, address, date of birth, gender, club affiliation, PARA classification (if applicable), aboriginal declaration (if applicable), address, e-mail addresses and telephone numbers.

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

PROVINCIAL SECTION PRIVACY POLICY COMPLIANCE DECLARATION

In accordance with the SNC Privacy Policy, the swim club registrar shall be responsible for obtaining a signed consent form from each swimmer or parent/guardian prior to registration each year. The club registrar shall keep the signed consent forms on file at the club office.

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

PROVINCIAL SECTION _____

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

Signature of Executive Director or PS Registrar

Date

CLUB REGISTRAR WAIVER – TEMPLATE

Template *WORD version available from National Registrar

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

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

The club Registrar is the primary custodian of the registration data for each club. The Registrar assigns meet manager access to the club's Meet Manager(s). Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the club's Registrar can complete and submit an *Additional User Waiver Application* to the (PSO) Executive Director requesting user access for an additional user from with their organization. The club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect the confidentiality and privacy of personal information.

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

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

WAIVER

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

CLUB NAME: _____

Registrar's Name: _____ Phone: _____

Registrar's Signature: _____

Registrar's email: (required for access) _____

President's Name: _____

President's Signature: _____

ADDITIONAL USER – REGISTRATION SYSTEM ACCESS WAIVER - TEMPLATE

Template *WORD version available from National Registrar

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

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

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

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

CLUB NAME: _____

Additional User Name & Phone number: _____

Additional User Signature: _____

Additional User Email (required for access) _____

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

President's Name: _____

President's Signature: _____

Personal Information Protection & Electronic Documents Act

REGISTRATION CONSENT FORM – PSO TEMPLATE

Club Name _____

Swimmer Name _____

Please Read Carefully; complete and sign this form.

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

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

The personal information you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club. These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result publication. Some of the information you provide will be passed on to Swimming/Natation Canada (SNC) and [Provincial Section](#), for purposes including association registration, insurance coverage and:

- a) Ensuring swimmers train and compete in an age appropriate environment;
- b) Establishing athlete eligibility for selection to swim teams;
- c) Establishing pertinent medical records
- d) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- e) Publishing athletes' names, genders, ages, club affiliations on our web pages or in results, news releases and ranking reports;
- f) Making direct contact with swimmers as necessary for the operation of the Club, [Provincial Section](#) and SNC.

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

Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or "Policies") may be found for SNC at:

<https://www.swimming.ca/Privacy> and for the [Provincial Section](#) at [website](#)

Should a swimmer wish to review their personal information held by the Club, [Provincial Section](#), or SNC they must make a request to the appropriate organization pursuant to that organization's Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of your registration with and suspension of your activities with the Club, [Provincial Section](#) and SNC.

All swimmers or their legal guardian must sign a copy of this form each season.

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

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

Date