

**THIS IS A COPY OF THE START UP EMAIL SENT TO CLUB PRESIDENTS, REGISTRARS AND TREASURERS TO LAUNCH THE 2019-2020 SEASON.**

August 9, 2019

To: All Masters Club Presidents, Registrars and Treasurers.

This Notice initiates club and swimmer registration for the **2019-2020 swimming season.**

There is a specific section for the President, for the Treasurer and for the Registrar. Each position has important tasks during the start-up process. All three positions receive the same email.

**CLUB PRESIDENTS Initiate the Registration Process**

*<< If you are no longer the president, please forward this email to the new president or contact the [MSO Registrar](#).>>*

Presidents begin the registration/affiliation process by updating the club's information. This information will appear in the Club Directory.

Next, review and update the names, email addresses and phone number for the three club positions - President, Treasurer and Registrar. You may optionally add any other club directors. << NOTE: At the end of the Start Up email there will be a link that brings the President to the club's information.>>

When done, hit Submit and an affiliation invoice will be sent to your Club Treasurer. The email to the Club Registrar signals that swimmer and coach registration can begin for the new season.

Masters Swimming Ontario has been offered a fully insured, adult swim league independent of Swim Canada and MSC since September 2017. For two years we have supported some 64 clubs and 2,900 swimmers with a full meet schedule and programs like the MEGAmetre Tracker. This year, MSO will also provide the IT and administrative infrastructure to [Canadian Independent Masters Swimming](#), via MSO's affiliation and registration process.

The 2019-2020 fees for all clubs and swimmers are:

- \$45 - Club affiliation
- \$12 per swimmer (club or independent)
- No fees for coaches
- While strongly encouraged, there are no requirements for coaching certification

- MSO's Single Event Registration fees have increased to \$6 for a single day event and \$12 for multi-day Championships, e.g., Provincials.

- **MSO Insurance**

All registered swimmers and coaches are insured under MSO's policy while participating in a MSO activity (training, competition, "after practice meals", club and provincial meetings). Both pool and OWS events are covered. Insurance also extends to volunteers working under the direction of MSO or MSO-affiliated club, for example during a swim meet. *Directors and Officers (D&O) insurance* is also provided for the executive of an affiliated club; please ensure your executive is properly identified in the Club Information as noted above.

**Note:** It is a condition of insurance that all registrants sign a liability waiver. This is covered in the note for the Club Registrar below.

- **Changes to Swim Meet registration process**

In 2019-2020, most MSO-sanctioned meets will again accept entries through the MSO database. The system verifies swimmer registration with MSO. Swimmers not MSO-registered are automatically assessed the Single-Event Registration (SER) fee. Payments are made via PayPal or credit card. And at the close of registration, the meet manager receives a clean entry file to upload into Meet Manager. The club may use MSO's PayPal or the club's PayPal to receive meet fees. If MSO's PayPal is used, the charges will be invoiced back to the club. MSO takes no revenues from swim meets and should not incur meet-related expenses.

Swimmers must be at least invoiced in the MSO system to be considered MSO-registered **at the time they enter a meet**. Several enhancements were made to the meet entry module over the last year.

An enhanced relay entry feature will be introduced this season to assist coaches in forming and entering their relays. Your coach will say, "Wow!"

- **Rules and Meet Management support**

MSO continues to update the MSO Rules of Competition swimming rules. Safety related updates, e.g., pool depth clauses of the Facilities Appendix have been brought into line with all other rules in Canada.

MSO has also updated the Meet Manager's Guide, the Referee's Guide and the Technical Manual to assist Meet Managers to set up and use the MSO system. These are under the [Club page of the MSO website](#)

If you have questions about MSO's program, we have posted [updated Q&As](#) on the MSO website to help answer them. Please also visit the Q&As for [Canadian Independent Masters Swimming](#).

## **NOTES for CLUB REGISTRARS**

Once the President has updated the email addresses of the club directors, you will be able to access the Club Administration Page.

Instructions are available to assist with the technical side of the registration. Look for the underlined text which links to those procedure and instruction documents.

### **Coaches**

- MSO charges no fees for coaches. However for insurance purposes, please add them to the Coaches register. Any coaches who also swim, must also be a registered swimmer.
- Returning Coaches must be "re-activated" every year.
- For swim meets, only a coach or "relay entry" person listed in the Coaches Register is able to enter relays. This is very important for Provincials.

### **Swimmers**

- **MSO fees are not prorated and are non-refundable.**
- To register your swimmers, first mark them ACTIVE. When you have, say 10 swimmers, generate an INVOICE. Doing this in small batches, helps when things go a little wrong.
- If at first you don't see your swimmer, click on VIEW ALL SWIMMERS for an expanded list. Also, check the Swimmer Register in case the person is registered with a different club.
- The system will flag any potential duplicates you might create.
- If your club offers a new swimmer **trial period** of no more than 2 weeks, keep them on the club roster. Please register continuing swimmers promptly at the end of the trial period.
- For swim meets only, a swimmer must be INVOICED at the time of meet entry to be considered a MSO registered swimmer. Otherwise the system will automatically apply the SER fee.
- MSO membership is only paid once and **is transferable** from one club to another. A swimmer who has paid the MSO fee to one club and then transfers to another club, should not be charged the MSO fee a second time.

- A swimmer may join and train with more than one club. The MSO fee is only paid once.
- A swimmer needs a valid email address to access the MSO system. This allows the swimmer to update their own profile, enter distance in the MEGAMetre Tracker and enter swim meets. The club REGISTRAR can easily verify swimmer email addresses by downloading the "Swimmer Spreadsheet".
- Finally, you are reminded that our insurance policy REQUIRES that each registrant sign a liability waiver at the time of registration. This is in addition to the waiver that is in the swim meet entry forms. If your club does not have a suitable liability waiver, please use the one on the [MSO website](#). MSO's consent to collect personal information is also on the website. **Waivers must be retained by the club**; i.e., please do not submit to MSO.

### **NOTES for CLUB TREASURERS**

Once the President has updated the email addresses of the club directors, you will be able to access the Club Administration Page.

MSO's PayPal/Credit Card option is the preferred method of payment as the system will automatically mark invoices paid. If using PayPal, please batch several small invoices together to reduce PayPal charges (\$0.30 + 2.9%).

If your club does not use PayPal (which includes a Credit Card option) you may pay either by cheque or e-transfer.

**Interac e-transfers:** Please email the eTRF to the MSO Registrar at [MSOReg@MastersSwimmingOntario.ca](mailto:MSOReg@MastersSwimmingOntario.ca)

**Cheques:** Please mail a HARD COPY of the invoice with your cheque to MSO at the address on the invoice.

Masters Swimming Ontario (MSO)  
PO Box 11352, Station H  
Nepean, ON K2H 7V1

If you have questions please contact the MSO Registrar at [MSOReg@MastersSwimmingOntario.ca](mailto:MSOReg@MastersSwimmingOntario.ca)