

THIS IS A COPY OF THE START UP EMAIL SENT TO CLUB PRESIDENTS, REGISTRARS AND TREASURERS TO LAUNCH THE 2021-2022 SEASON.

August 15, 2021

To: All Masters Club Presidents, Registrars and Treasurers.

This notice initiates club and swimmer registration for the **2021-2022 Masters swimming season.**

There are important start-up tasks for the President, for the Treasurer and for the Registrar. Only the President can "open the club" (see President's section below). The Treasurer and Registrar cannot begin their tasks until this is done.

<< If the president has changed, please forward this email to the new president or contact the [MSO Registrar](#).>>

What's new for 2021-2020?



*It's been 50 years since [Hud Stewart](#) formed the UofT Masters, the first official Masters Swim club in Canada. We started the celebration this summer with the [50FOR50 Challenge](#) and the [Virtual OWS Challenge](#). We invite all clubs and swimmers to celebrate this 50 year milestone throughout the year. Watch for more information as the year progresses. ****

Return to Swim Plans (RtS) required from all clubs

Every club returning to the pool this year must submit an updated COVID-19 Plan which meets current MSO, facility and local public health requirements. The [Return to Swimming Guidance \(2020-09-15\)](#) and subsequent update notices are found on the [COVID-19 Resource](#) page of the website. Clubs preparing their first RtS Plan may wish to contact the [MSO Registrar](#) before starting.

2021-2022 Fees

- \$45 - Club affiliation (unchanged)
- \$15 per swimmer
- No fees for coaches, but coaches **must** be listed in the club's Coaches Register
- Coaching certification & training is encouraged, but not required.
- Single Event Registration fees \$7.50 for a single day event and \$15 for multi-day Championships, e.g., Provincials.

Updated Waivers

Some waivers have been updated to better reflect the current COVID-19 landscape. Please ensure that your club's waivers use the most recent text. The following four waivers are mandatory.

If your club uses online registration, please submit a copy of your waivers and the method by which you verify swimmer/coach acceptance/agreement.

- [Release of Liability Waiver](#)
- [COVID-19 Attestation and Agreement](#) UPDATED
- [Personal Information Protection & Electronic Documents Act \(PIPEDA\)](#)
- [Rowan's Law Attestation \(Ontario clubs, coaches and swimmers under 26 years\)](#)

MSO Insurance

All registered swimmers and coaches are insured under MSO's policy while participating in a MSO approved 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 clubs, for example during a swim meet. *Directors and Officers (D&O) insurance* is provided for the executive of an affiliated club; please ensure your executive is properly identified in the Club Information as noted above.

Please download the [2021-2022 Request Form](#) to request insurance certificates.

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.

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

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 PRESIDENT – Start the Club Affiliation Process

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

Click on the link at the **end of this email** to access the club's information. Verify/update the club contact, pool location and training schedule. This information will appear in the [Club's Directory](#) entry.

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.

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

That's it. The president's Start-up tasks are done.

NOTES for CLUB REGISTRARS

Once the President has updated the email addresses of the club directors, you can 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 registered BOTH as a swimmer and a Coach.
- 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.**
- The full swimmer profile is required.
- To register RETURNING 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 the swimmer enters the meet. 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. Some coordination between clubs may be necessary.
- 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.
- The following four waivers are mandatory. If your club uses online registration, please submit a sample of your waivers and the method by which you verify swimmer/coach acceptance/agreement.
 - Release of Liability Waiver
 - COVID-19 Attestation and Agreement
 - Personal Information Protection & Electronic Documents Act (PIPEDA)
 - Rowan’s Law Attestation (Ontario clubs, coaches and swimmers under 26 years)

Waivers must be retained by the club and submitted to MSO only if requested.

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, all invoices and receipts.

There are 3 payment options

1. MSO's **PayPal/Credit Card option** is the preferred method of payment as the system will automatically mark invoices paid. If using PayPal, please pay several small invoices together to reduce PayPal transaction charges (\$0.30 + 2.9%).
2. **Interac e-transfers:** Please email the eTRF to the MSO Registrar at MSOReg@MastersSwimmingOntario.ca
3. **Cheques:** Please identify the invoice number(s) on your cheque. There is no longer a need to send a hard copy of the invoice with your cheque. Mail cheques to MSO at:

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