

THIS IS A COPY OF THE START UP EMAIL SENT TO CLUB PRESIDENTS, REGISTRARS AND TREASURERS TO LAUNCH THE 2022-2023 SEASON.

August 15, 2023

To: All Masters Club Presidents, Registrars and Treasurers (Ontario – Web Edition)

This Notice initiates club and swimmer registration for the **2023-2024 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 you are no longer the president, please contact the MSO Registrar. >>

1. 2023-2024 fees (no changes)

- \$45 - Club affiliation
- \$15 per swimmer
- No fees for coaches, but coaches must be in the club's Coaches Register
- Coaching continuous education and certification is strongly encouraged, but not required.
- Single Event Registration fees remain at \$7.50 for a single day event and \$15 for multi-day Championships, e.g., Provincials.

NOTE: Swimmers are required to register with MSO only once but they may train with more than one club. To reduce confusion and duplicates, please add the following (or similar) to your club registration process:

If you maintain a Masters Swimming Ontario membership with a different club, please indicate which club that is and if you wish to transfer your membership to OUR CLUB.

2. Waivers

Please ensure that your club's waivers use the most recent text. 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 \(v 2021-08-11\)](#)
- [Personal Information Protection & Electronic Documents Act \(PIPEDA\) \(v 2023-04-11\)](#)
- [Rowan's Law Attestation \(Ontario clubs, coaches and swimmers under 26 years\)](#)

3. MSO Insurance

All registered swimmers and coaches are insured under MSO's policy while participating in a MSO approved activity (i.e., training, competition, "after practice meals", club and provincial meetings). Both pool and OWS activities 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.

Note: A signed liability waiver is a condition of insurance.

How to request a Certificate of Insurance (Col):

- Returning clubs may contact the MSO Registrar to update last year's request form.
- For first time requests, please download the [Certificate Request form](#) and submit to the MSO Registrar.

MSO has offered a fully insured, adult swim league independent of Swim Canada and MSC since September 2017. In 2022-2023 we supported some 53 clubs and 2,300+ swimmers with well attended swim meets 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.

NOTES for CLUB PRESIDENT – Start the Club Affiliation Process

<< **Again, if you are no longer the president, contact the [MSO Registrar](#).**>>

Click on the link at the **end of the email sent to the president** 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 affiliated the club 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 Coach Register. A coach who also swims, **must** also be a registered swimmer.
- Returning Coaches must be “re-activated” every year.
- For swim meets, only a coach or "relay captain" 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 – e.g., address, phone and especially email.

To register your swimmers

1. Mark them ACTIVE and hit Submit. If at first you don't see your swimmer, click on VIEW ALL SWIMMERS for an expanded list. Work in small batches (say 10 swimmers) in case of an error.
2. Return to the Registration Menu and GENERATE an INVOICE. The invoice will be sent to the Treasurer.

Can't find a swimmer?

- Did you select VIEW ALL SWIMMERS?
- Check the Swimmer Register in case the person is registered with a different club. If appropriate, transfer the swimmer to your club (see note below.)
- Finally, create a new swimmer profile. The system will flag any potential duplicates you might create.

NOTE: 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.

- If your club offers a new swimmer trial period of no more than 2 weeks, keep them on the club roster for that period. Please register continuing swimmers promptly at the end of the trial period.
- Waivers are mandatory even during the trial period, as per Note #3 above.

- For swim meets, a swimmer must be INVOICED at the time the swimmer enters the meet. Otherwise the system will automatically apply the SER fee.
- A swimmer needs a valid email address and password 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".
- **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 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. A hard copy of the invoice is no longer needed. 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