



2021-2022 Club Registration Manual



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Welcome

The 2021-2022 competitive swim season will mark a profound progression in the restart of BC swimming. After experiencing the difficulties of COVID-19 and the stressors the pandemic placed on us all, we are excited to begin a new season with renewal and growth as a key focus in reestablishing the health of your club. Your role as Registrar is fundamental to this renewal and we thank you for taking on this important responsibility. The past 2 seasons have been difficult for many clubs, we anticipate the 2021-2022 season will mark a massive step back towards normalcy and hopefully a strong rebound.

Overview

Swimmers, Coaches and Clubs in BC are members of Swim BC, recognized by viaSport and the Government of BC as the Provincial Sport Organization (PSO) responsible for the governance of competitive swimming in BC. Swim BC is also a member of Swimming Canada, the National Sport Organization (NSO). This relationship provides our members access to Swimming Canada Sanctioned events and the Swimming Canada Registration, Tracking and Results System (RTR). The RTR is integral to your role as a Club Registrar. This manual intends to provide you with the information and instructions to assist you in your role, ensuring Swim BC participants are duly registered and covered by organizational policies, insurance and are eligible for programs and competition. It complements and works in conjunction with our **Swimmer Registration Manual** and **Coach Registration Manual**.

As a PSO, Swim BC is required to report on membership data to support accountabilities for government funding. Statistics obtained from the data collected in the "RTR" are fundamental to this process. With your assistance and diligence, we can comply with our requirements and continue to benefit from government support, a significant portion of which is directed towards the support of swimmers, coaches and clubs. Another key role in the registration process is the mitigation and management of risk. Insurance coverage is directly tied to the rights of membership, and as such individuals from all participant, categories must appear and be appropriately registered to receive this benefit.

As you proceed in your role as Club Registrar, we encourage you to share your comments and suggestions to improve this document, the Swim BC registration tools (forms, etc) and the Swimming Canada RTR. Feel free to submit feedback to Swim BC via email, or through the Support Request tab in the RTR. This registration package will be posted on the Swim BC website and every effort will be made to keep it current with changes to the registration procedures and updates. Changes will also be emailed to the Club Registrar.

This season, the registration manual has been broken up into **3 separate manuals**, to help provide more detailed registration information. This manual acts as a complement to the **Swimmer Registration** and **Coach Registration Manuals**. These manuals can be found on our website under Club Operations.

Please do not hesitate to contact Club Services Manager, Sam Thoms (sam.thoms@swimbc.ca) or feel free to phone **(778) 430-9100** if you have any questions about registration.

Registration Process

Through the registration process, Swim BC maintains access to membership, and inherently approves clubs as a Class "A" voting member. As a registered member, Swim BC clubs are required to abide by all policies, rules, regulations and bylaws of Swim BC. As an essential club representative, you must familiarize yourself with all Swim BC policies. For information on all Swim BC policies please check [here](#).

Swimming Canada defines core rules and procedures for swimmer, coach and official's registration. Swim BC also has a set of provincially required rules and regulations we are required to implement.

Why Do We Have to Register Every Year?

The registration period begins September 1st and expires August 31st for all memberships (club, swimmer, coach), regardless of when a member joins. Clubs must register with Swim BC annually. Once a club has successfully



registered, they gain access to Swim BC's services outlined below and access to the Registration, Tracking and Results system (RTR).

Swim BC Services

As a Member Club, you have access to the services that Swim BC provides. These services include but are not limited to:

- Swim BC and Swimming Canada registration,
- Comprehensive member insurance coverage,
- Club management resources and communications
- Coaching Development (NCCP and professional development)
- Governance and Policy Development resources
- BC Swimming Congress (Coaches Conference, Club Development Series, Officials Symposium, Hall of Fame and Awards Banquet, Swim BC AGM)
- Divisional Competitions & Provincial Championships
- Competition sanctioning and oversight
- Safe Sport initiatives and education
- Officials Development
- Comprehensive Technical programming

Registration – It's far more than just insurance

Many clubs equate Swim BC registration fees only with insurance coverage. It is true that the registration fees do include insurance; however, insurance isn't the only service that is provided when clubs, coaches or swimmers register. All the services listed above are included or funded by the registration fees. To that end, if within your club vernacular your club refers to Swim BC registration as "insurance" we ask that you move your club culture to reference the term as "Swim BC registration" instead of insurance.

Club Registration

The first step in the registration process is to register as a club. You will not have access to the RTR system to register coaches or swimmers until you are fully registered as a club.

To register as a club, please follow these steps:

1. Ensure all invoices from the previous season are paid in full
2. Pay the club registration fee - \$400
3. Complete the [Online Club Registration Form](#)
4. Submit the required documents via email to Sam Thoms.

This year we are introducing, an **Online Club Registration Form**. You will be able to complete the Swim BC club registration form & facility declaration online. You can access the Online Club Registration Form, [here](#). The online registration form will ask for Club Information, Club Board of Directors Contact Information and facilities your club utilizes regularly. Please have that information ready when completing the form. If you have issues with the portal, you can reach out to Sam Thoms for help.

All the forms must be completed in full. Your club is not fully registered until we have the contact information for the following positions:

- Club President
- Club Registrar
- Club Officials Director

We highly recommend that for these positions, clubs create a club specific email for each so that volunteers are not using their personal email for club business. Examples for emails are **clubpresident@clubname.ca** or **registrar@clubname.ca**. Club emails through Gmail or Outlook are acceptable and encouraged.



Swim BC will be reviewing all documents submitted. Once the registration is approved, the Club Registrar will gain access to the RTR system to be able to proceed with coach and swimmer registration. Any clubs with outstanding invoices from the previous season will not be eligible to register as a club until their account has been settled. Club Registration is valid until August 31st, 2022.

Required Documents

As a best practice, Swim BC will be looking for each policy listed below as a separate document – we encourage clubs to move away from the “Club Manual” format and envision your website as the means to present your policies. They should be stand-alone documents, easily accessible to all members and suitably labelled to be clear they are specific to your club. We also suggest they not be password protected and accessible within “2 or 3 clicks” on your website. If you are using template policies, please ensure you take the time to properly format the document to include your club information. Listed below are the required documents for club registration. Documents can be emailed directly to [Sam Thoms](#) in either PDF or Word format.

Non-Profit clubs:

Forms

- Club Registrar Compliance Declaration
- Additional User – Registration System Access Compliance Declaration (For any other person using the RTR system like the Club Officials Director or another volunteer)
- Swimming Canada Club Declaration Form – Facility Rules

Club Policies

- Club Dispute Resolution Policy
- Club Travel Policy
- Club Code of Conduct

BC Societies

- Current Certified Constitution and By-Laws
- Current Certificate of Good Standing
- Certified Statement of Directors and Registered Office or Certified Annual Report

“Current” means within the last year or since your last AGM. We highly recommend that you request your Certificate of Good Standing, Statement of Directors and Registered Office and Certified Annual Report when you submit your annual AGM documents to BC Societies Online.

Privately Owned Clubs

Forms – Same as Non-Profit

Club Policies – Same as Non-Profit

BC Corporate Registries - Certificate of Good Standing

Maintaining Your Society

Most Swim BC clubs are not-for-profit societies registered with BC Registries. Maintaining your societies status is an essential risk management practice that ensures that your club is operating under approved and current Constitution and By-Laws.

To maintain the relationship between your club and Swim BC, clubs must keep Swim BC up to date with any changes that may occur during the season. This may include but is not limited to:

- Change in Club Registrar
- Updates to Club Contact information
- Coaching changes
- Changes to Facilities used



Change in Board of Directors

Swim BC provides Directors and Officers Liability Insurance to those persons named on the current seasons club registration submission. It is the club’s responsibility to inform Swim BC of all changes to ensure our information is accurate. If your Board has had any changes following the annual registration process, submit the “Change in Board of Directors” form to update our records. This form is available on our website under Club Operations and linked here: [Change in Board of Directors Form](#).

2021-2022 Registration Fees

Registration Category	Annual Fee	New Registrations after March 31st
Club		
Age Group Club	\$400	
Masters Club	\$15	
Coach		
Coach (All Categories)	\$78.50	
Swimmers		
Summer (Starts May 1 st)	\$20	
Pre-Competitive	\$47	\$31
Fundamentals (8&U)	\$97	\$49.50
Skills (9-10)	\$117	\$58.50
Development (11-14)	\$163	\$81.50
Open (15&O)	\$205	\$102.50
Open Varsity	\$146	
Varsity Year Round	\$205	
Varsity	\$63	
Masters	\$39	
Masters-Open	\$205	

Detailed descriptions for each swimmer category can be found in the Swimmer Manual.

Invoice Payment

Invoices submitted to Swim BC should be paid within 30 days. For any invoices that are outstanding, we will reach out to remind you to complete payment. There are 3 methods of payment we currently accept:

- **Credit Card** – We only accept Credit Cards for invoices that are less than \$300. If you wish to use your credit card for payment, please call the office to provide your credit card information.
- **eTransfers** – We accept eTransfers for all invoices. Transfers can be sent to payments@swimbc.ca. It is setup for direct deposit, and you shouldn’t have to use a security question. Please include your invoice number in the comments of the eTransfer to ensure that your payment is applied to the correct invoices.
- **Cheques** – We accept cheques from club accounts. Cheques can be mailed to our office at 305-4420 Chatterton Way, Victoria BC, V8X 5J2

Volunteer Criminal Record Check

Swim BC has been working diligently over the past year to address gaps in the delivery of our SafeSport requirements and responsibilities. With a renewed [Screening and Criminal Records Check Policy](#), Swim BC now requires certain club volunteers to provide Criminal Record Checks (CRC) through the Criminal Record Review Program (CRRP). It is the club’s responsibility to present Swim BC with a list of volunteers that will require a



CRC. Once this list is presented to Swim BC, the CRCs received will be monitored against that list. Please note that volunteer CRCs are free of charge through the Criminal Record Review Program.

Volunteer criminal record checks are valid for 5 years. If you submitted a Criminal Record Check last season, you do not have to resubmit a CRC this season.

Which Volunteers Require a CRC?

Individuals who work closely with children and vulnerable adults, who occupy positions of trust and authority within a member club are expected to submit a Criminal Record Check. This includes club board members, team managers, chaperones, and registered Level 3,4 & 5 Officials.

How to Submit a CRC

1. Fill out the [Volunteer Criminal Record Check Form](#). This notifies Swim BC to anticipate a Criminal Record Check from the Volunteer and ensures we match the results with the correct individual.
2. Submit a Criminal Record Check application through the Criminal Record Review Program. You will need the Swim BC specific access code which will be circulated separately. If you haven't received the code, you can reach out to Sam Thoms (sam.thoms@swimbc.ca).

Swim BC will receive a "Clearance Letter" from the CRRP, which indicates whether the volunteer poses a risk to the organization. We will keep a record of who has submitted a Criminal Record Check to Swim BC. If the volunteer works with multiple clubs or transfers clubs within the 5 years, they do not need to resubmit a Criminal Record Check to Swim BC. If a club needs to verify if a volunteer has completed a Criminal Record Check, please reach out to Sam Thoms. She will be able to verify if Swim BC has received a Criminal Record Check from that individual.

Officials Registration

Officials are registered through the RTR annually by the Club Officials Director. Officials do not pay a fee to register. Registration allows officials to track their officiating certifications and officiate at sanctioned competitions. The Club Officials Director must fill out an Additional User – Registration System Access Compliance Declaration to gain access to the RTR system.

Officials can access their RTR profiles, and it is their responsibility to keep them up to date. They are also required to sign the Assumption of Risk form through their RTR profile. If you have previously signed the form, you do not have to resign it.



CLUB DECLARATION FORM – FACILITY RULES

The Facility Rules and Guidelines of Swimming Canada are effective September 1, 2018 and shall influence all decisions surrounding facility usage for competition and training in Canada. The Facility Rules and Guidelines are to be used in conjunction with Swimming Canada Rules for all sanctioned competitions in Canada. The Facility Rules and Guidelines (Section 3 – CFR TR01), stated below, are to be used for all affiliated Swimming Canada clubs in their daily training environment and sanctioned competitions.

CFR – TR01 – Dive Entries

Diving – A minimum water depth of 1.35 metres, extending from 1.0 metre to at least 6.0 metres from the end wall is required for pools with starting platforms.

A minimum water depth of 1.20 metres, extending from 1.0 metre to at least 5.0 metres from the end wall is required for pools where diving takes place from the permanent deck or bulkhead, where the height is not more than 0.35 metres from the water surface.

When the water depth is less than 1.20 metres, no diving is permitted.

Water Depth	
Less than 1.2m	No Diving, in water starts only
1.2m – 1.35m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from water surface is permitted.
1.35m (equal to or greater than)	Diving from starting platform (max 0.75m from water surface as per FR 2.7)

I hereby declare that I have read, understand and agree to abide by the [Facility Rules and Guidelines of Swimming Canada](#), including but not limited to section 3 – CFR TR01 as set out above.

Club Name: _____

Club President's Name: _____

Club President's Signature: _____

Club Head Coach Name: _____

Club Head Coach Signature: _____

Date (mm/dd/yyyy): _____



CLUB REGISTRAR COMPLIANCE DECLARATION

Swim BC'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 personal information from people outside the BC swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and that the information will be 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 Club Registrar's direct resource for guidance or assistance is the Provincial Registrar. The Club Registrar assigns Meet Manager and Officials Administrator access. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the Club Registrar can complete and submit an *Additional User Waiver Application* to Sam Thoms, Club Services Manager requesting user access for an additional user from within their organization. The Club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The Club Registrar is responsible for removing access to the Registration Tracking and Results (RTR) System access for inactive users.

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

Upon completion of club's annual registration with Swim BC, including submission of this waiver, the registrar will be given password protected access to the RTR in order to begin the club's registration process for the season.

DECLARATION

As Registrar for my club, I agree that I will not share my username and password for the Registration Tracking and Results System with anyone without the consent of Swim BC. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Privacy Acts; I will use the RTR as it is intended, for the purposes of maintaining the club registration data with Swim BC. I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and 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 COMPLIANCE DECLARATION

Complete form and email to [Sam Thoms, Club Services Manager](#)

Swim BC'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 BC 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 additional users. Additionally, there may be a requirement for another representative in the organization to access the Registration Tracking and Results System (RTR). As the primary custodian, the Club Registrar must use this form to apply in writing, to the Club Services Manager of Swim BC, for additional user online system access.

COMPLIANCE DECLARATION

As a representative for my club, I agree that I will not share the access code to the RTR with anyone without the consent of Swim BC. 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, Club Officials Director etc.)

President's Name: _____

President's Signature: _____