



2021-2022 Swimmer Registration Manual



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Swimmer Registration

Welcome to the 2021-2022 competitive season swimmers! This manual outlines the annual registration process for swimmers and some of the rules regarding that process. This manual is created to help clubs work through the registration process and educate their members. A parent's guide to the registration process will be available closer to the start of the season.

Swimmers must be registered in the RTR system by the Club Registrar annually. Swimmers must be fully registered with a Swim BC member club to participate in club activities and to compete in sanctioned competitions. Registration must be completed within two weeks (14 days) of commencing participation. Swimmers may only register with a club within the provincial boundary of their permanent residence (for exceptions, please contact Swim BC).

Swimmers may register and participate in competition according to their gender identity. Swimmers can only register as one gender at a time. If a swimmer is changing their gender identity, the club can reach out to Swim BC and a new swimmer profile will be created to reflect the change. For more information about inclusion in swimming in BC please see the following policies: [Gender & Equity Policy](#) and [Equity and Access Policy](#).

Steps to Register a Swimmer in the RTR

- 1) Add the swimmer to your Swimmers List. Previously registered swimmers may already be on your list. If the swimmer was registered with another swim club, registering them with your club will initiate a transfer. (see Swimmer Transfers below).
- 2) Move the swimmer to their appropriate registration category
- 3) Submit a swimmer invoice through the Swimmer Invoice tab
- 4) Pay the Invoice (see Club Registration Manual for payment options)
- 5) Ensure that the Primary Contact for the Swimmer verifies their account in the RTR system
- 6) Ensure the Swimmer/Parent/Legal Guardian has signed the Acknowledgement and Assumption of Risks Form*

*If the Acknowledgment and Assumption of Risk Form was signed last season, the form does not need to be signed again.

Once all steps are completed the Swimmer will then show as "Registered". They are not fully registered until all the steps are completed. Swimmers can only be entered into sanctioned competitions once their status shows as Registered.

Swimmer Transfers

Swimmers can only be registered with one Age Group Club at a time. If a swimmer moves to a different club, then the Swimmer Transfer mechanism is initiated. In the RTR system, under the Transfer tab you can access the transfer system. Transfers are initiated by either setting it up under the Transfer tab in the menu or through the "Add a Swimmer" process. This mechanism is in place to safeguard clubs, act as a preventative measure to dissuade swimmer recruitment and to identify any financial conflicts with a swimmer's previous club. The Swimmer Transfer process is as follows:

- The Club Registrar of the new club will initiate the transfer process in the RTR system
- The releasing club (the last club the swimmer was registered with), must release the swimmer immediately unless there are any outstanding financial commitments
- If there are outstanding financial commitments to the releasing club, they have 90 days to resolve the issue. After the 90 days, Swim BC will approve the transfer any remaining financial issues should be dealt with through an appropriate authority.
- Releasing clubs are not permitted to charge a transfer and/or release fee.
- The transfer becomes effective when approval is given by both the releasing club and Swim BC. Once approved, the swimmer can represent their new club in a competition.



- Swimmers are permitted one transfer per season.
- Swimmers may transfer to a new club at the beginning of a season without the transfer counting towards their transfer count for that season.
- Swimmers may transfer once during any one season without restriction. If there are subsequent transfers, the swimmer will be required to remain unattached for a 60-day period. During this time they are not permitted to represent their new club in a competition. If they enter a meet during that period, they must be entered as “Unattached”

Acknowledgment & Assumption of Risk Forms

All swimmers are required to sign the Swimming Canada Acknowledgement & Assumption of Risk Form. These forms are integrated into the RTR system and can be signed online. Swimmers will not be marked as Registered until the form has been signed. Swimming Canada launched the online version of the Assumption of Risk Form last season. They are currently working to update the Swimmer profiles in the RTR to make them more user friendly. Swim BC will send out an updated guide for parents on how to use the updated system when it is launched.

Swimmer Fees

Registration Category	Annual Fee	New Registrations after March 31st
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
Varsity Open	\$146	
Varsity Year Round	\$205	
Varsity	\$63	
Summer (Starting May 1 st)	\$20	
Masters	\$39	

Swimmer Registration Categories

Registration Class: Competitive

Categories	Fundamental (8&U) Skills (9-10) Development (11-14) Open (15&O)
Definition	Competitive swimmers of all ages
Eligibility	Swimmers wishing to take part in unlimited sanctioned events and competitive initiatives
Registration Period	September 1 through August 31

- For registration purposes only, a swimmer’s age group is based on their age as of December 31st, 2021.



- If a swimmer from an educational institution outside of Canada (eg NCAA) wishes to compete for their Home Age Group club during the season, they can register as Competitive-Open.
- Swimmers who are registered as Competitive cannot downgrade their registration to Pre-Competitive or Summer during the same season, this includes swimmers who transfer to a new club.

Categories	Varsity-Open
Definition	Canadian Varsity Team registered Swimmers who wish to compete for an Age Group Club at sanctioned competitions during the competitive season.
Eligibility	Swimmers must be concurrently registered with a U SPORTS/RSEQ School in the Varsity registration type.
Registration Period	September 1 through August 31

- Registration must be finalized prior to April 30.
- From September 1st to April 30th swimmers can represent either their Age Group Club or Varsity Team, however between May 1st - August 31st they can only represent their Age Group Club

Registration Class: Varsity

Categories	Varsity	Varsity Year-Round
Definition	Swimmers who will compete at USPORTS competitions with a Varsity Team.	Swimmers who will compete at USPORTS competitions and Swimming Canada sanctioned events with a Varsity Team throughout the season. Swimmers will <u>only</u> represent their Varsity Team during the season.
Eligibility	Team members of a Varsity Team; U SPORTS	Team members of a Varsity Team; U SPORTS
Registration Period	September 1 through April 30	September 1 through August 31

- All swimmers registered in a Varsity registration type may represent their Varsity Team in any Swimming Canada competition, including Swimming Canada National Competitions, within their Registration Period
- Varsity Swimmers can register with a Varsity Team that is outside the boundaries of their home province and/or permanent residence
- If a swimmer is **going to return to their home Age Group club** at the end of the Varsity season, they should be registered as Varsity, and not Varsity Year-Round. Varsity Year-Round is only for swimmers who will be representing their varsity club only for the entire competitive season.
- If a Varsity swimmer wishes to compete in Masters competitions then they must also register with a Masters club as a Masters Swimmer



Registration Class: Pre-Competitive

Categories	Pre-Competitive
Definition	For swimmers who are enrolled in fitness, learn to swim programs or other development programs who do not wish to participate in sanctioned competitions
Eligibility	Swimmer's age 17 and under
Registration Period	September 1 through August 31

- Pre-Competitive swimmers can compete as exhibition in one sanctioned event per season. If swimmers want to compete in more sanctioned competitions, they can be upgraded to the Competitive category.
- Swim BC monitors the Pre-Competitive swimmers regularly and if a Pre-Competitive swimmer competes in more than one sanctioned event they will be automatically upgraded to Competitive, and an invoice will be sent to the Club Registrar

Registration Class: Summer

Categories	Summer
Definition	For swimmers who are participating in the Summer League, a summer development program, or summer camp.
Eligibility	Any swimmers participating in a summer-based program with an Age Group Club
Registration Period	May 1 through August 31

- Summer swimmers can participate in unlimited Summer League events
- Summer swimmers are not eligible for competitive opportunities outside of the Summer League, this includes Sanctioned Events, Divisional Championships, Provincial Championships and Swimming Canada National Events.
- Summer swimmers will not be included in any Swimming Canada rankings



Registration Class: Masters

Categories	Masters	Masters-Open
Definition	Masters Swimmers who participate in Masters only training and events.	Masters Swimmers who wish to compete in Masters events and Swimming Canada sanctioned events.
Eligibility	Swimmers aged 18 and over	Swimmers aged 18 and over
Registration Period	September 1 through August 31st	September 1 through August 31

- Masters swimmers can register with multiple Masters clubs, but they may only represent one club at a Masters Competition
- Masters-Open swimmers are not eligible to compete at Canadian Swimming Trials, Western Championships and Canadian Junior & Swimming Championships
- Participation in other Swimming Canada Competitions is limited to events where the meet package states that entries are open to Masters-Open type registrations.