



## MASTERS CLUB REGISTRATION

The first step in the Swim BC / MSABC member registration process is to register your club. To be a club in good standing with Swim BC, clubs are required to register each season. Access to the RTR system to register swimmers and coaches is not available until a club is successfully registered. All Masters coaches are required to be registered in the RTR system.

### **Masters Clubs may register as one of two types:**

- Registered Societies, or
- Recognized Recreation Program

### **The club registration requirements for each type of program are:**

#### ***Registered Societies:***

- Basic Club Information (Club Name, Website, Address)
- Contact Information for:
  - Club President
  - Head Coach
  - Club Registrar
- Society Documents
  - Previous AGM Date
  - Upcoming AGM Date (Can be Tentative)
  - Certified Constitution & By-Laws
  - Certificate of Good Standing
  - Statement of Directors & Registered Office
- Swim BC Facility Declaration

#### ***Official Recreation Program:***

- Basic Club Information (Club Name, Website, Addresses)
- Contact Information for the following positions:
  - Club Registrar
  - Head Coach
  - Lead club contact
- A letter from the recreation facility indicating the following:
  - The club is a program of the facility
  - Registration fees are collected by the facility
  - Payment of coaches is through the facility
- Swim BC Facility Declaration

**Informal training groups (drop-in public swim lanes, etc.) are not eligible to register as a club. Members of those programs MUST register as Dogwood to access competition.**

An Online Club Registration Portal will be available to submit the required documents. Clubs will also need to pay the \$15 Club Registration Fee and ensure that all outstanding invoices from the previous season are paid in full.