



2023-2024 SWIM BC / MSABC REGISTRATION MANUAL



Swim BC / MSABC CLUB APPLICATION and MEMBER REGISTRATION GUIDE

Introduction

Welcome to the 2023-2024 competitive swim season. Swim BC, in support of MSABC, thanks all the volunteers who are taking on a critical role in their club's operations and governance, especially the Club Registrars who take on the complex process of ensuring swimmers, coaches and officials are properly registered.

Club Application and **Member Registration** are essential steps to access Swim BC services (e.g., registration assistance, governance support, competition sanctioning, coach and officials training and certification, insurance coverage, volunteer support, etc.). This document will help clubs navigate the club application process, and swimmer, coach, and official registration processes. Swim BC is eager to assist clubs moving into the new season, and we're excited to continue to support swimmers, clubs, and coaches in pursuit of their own greatness.

The first step in the Swim BC / MSABC member registration process is to register your club via the Club Application process. To be a club in good standing with Swim BC and MSABC, clubs are required to apply each season. Access to the Swimming Canada Registration Tracking and Results (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.

Club Application

Master's Clubs may register as a:

1. Registered Society, or
2. Swim BC / MSABC recognized Recreation Program

The club application requirements for each type of program are:

1. **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
2. **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 that access “facility drop-in” or “public swim lanes” are not eligible to register as a club. Members of those programs MUST register in the “Dogwood” club category to access competition. Please contact Swim BC for more information regarding the “Dogwood” registration category.

An Online Club Registration Portal will be available to submit the required documents.

[To Access the Masters Club Application Portal, please click here.](#)

Clubs are required to pay the Club Registration Fee (\$15.00) and ensure any outstanding invoices (if any) from the previous season are paid in full.

Swimmer Registration

Swimmers must register annually (Sept. 1 – Aug. 31). 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.

Swimmers may register and participate in competitions according to their gender identity. If a swimmer is changing their gender identify, the club can reach out to Swim BC to adjust their swimmer profile. For more information about inclusion in swimming in BC please see the following policies: [Gender Equity Policy](#) and [Equity and Access Policy](#).

Registration Category	Swimming Canada	Swim BC	MSABC	Total Annual Fee
Masters	\$12.50	\$25.00	\$11.50	\$49.00
Masters-Open	\$100.00	\$96.00	\$11.50	\$207.50

Categories	Masters	Masters-Open
Definition	Masters swimmers looking to participate in Masters only training and competition.	Masters swimmers looking to compete in both MSABC and Swim BC sanctioned events.
Eligibility	Swimmers aged 18 and over	Swimmers aged 18 and over
Registration Period	September 1 through August 31	September 1 through August 31

- **Masters** swimmers may be simultaneously registered with two or more clubs however they may only represent one club per competition.
- **Masters-Open** swimmers are not permitted to compete at Canadian Swimming Trials, Western Championships, or 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.



Steps to Register a Swimmer

- 1) Add the swimmer to your Swimmers List. Previously registered swimmers may already be on your list.
- 2) Move the swimmer to their appropriate registration category.
- 3) Submit a swimmer invoice through the Swimmer Invoice tab.
- 4) Pay the Invoice.
- 5) Ensure that the Primary Contact for the Swimmer verifies their account in the RTR system.
- 6) Ensure the Swimmer has signed the Acknowledgement and Assumption of Risk Form.

Once all steps are completed, the Swimmer will then show as 'Registered'. Swimmers can only be entered into sanctioned competitions when their status is marked as Registered.

For more detailed steps, please refer to the Swimming Canada Club Registrar Guide (available later in the summer)

Acknowledgement and Assumption of Risk Forms

- All swimmers are required to sign the Acknowledgement and Assumption of Risk Form.
- These forms are integrated into the RTR system and must be signed online.
- Swimmers will not be marked as Registered until the form has been signed.
- Swimmer's sign into their RTR account and will verify their account and sign the forms. The completed form will be saved in the Swimming Canada database, and the Club Registrar will be able to check their Swimmers list to see which swimmers have signed the forms.

Coach Registration

Coaches are registered through the RTR system by the Club Registrar. They must be registered annually and need to be fully registered before they become active in their coaching position. **Coaches must be at least 15 years of age.** Coach registrations are valid from September 1st, 2023, to August 31st, 2024.

Registration Category	Annual Fee
Coach – Category D	\$86.00

Coaching Registration Requirements

1. The Club Registrar will register each coach in the appropriate registration category.
2. They will generate a Swim BC and a CSCA invoice which will initiate the registration process.
3. The club will pay the invoices to Swim BC and to the CSCA.

If a coach with your club is registered with another club, they do not need to register again. Coaches may log into their RTR profiles and affiliate themselves with multiple clubs.

The individual coach is responsible for the following steps, each step is explained in detail in the following sections:

1. Ensure RTR coach profile is current and sign the Acknowledgement and Assumption of Risk Form
2. Ensure NCCP number is recorded in the RTR system - this enables certification verification.
3. Complete a Criminal Record Check through the Criminal Record Review Program (CRRP)
4. Complete Safe Sport Training
5. Complete CSCA registration and Screening Questions



Certification Verification Procedure

Swim BC will review each coach's certification level through the Coaching Association of Canada "Locker" portal. It is the coach's responsibility to manage their certification. To be able to verify coaching certification, coaches will be required to include the following on their RTR profiles:

- Full First and Last Name
- Date of Birth
- NCCP Number
- Email

Safe Sport Training

Coaches are required to take Safe Sport training to be fully registered. Safe Sport training is to be completed once every five years. Coaches must take one of the following approved programs:

- [Respect in Sport for Activity Leader/Coach Training](#)
 - \$30.00 / 3 NCCP Professional Development (PD) points.
- [Coaching Association of Canada's Safe Sport Training](#)
 - Free course / 2 NCCP PD points / available through The Locker.

CSCA Screening

When a coach is registered through the RTR system, two registrations are generated and invoiced:

- Swim BC
- CSCA (Canadian Swimming Coaches Association)
 - Membership is mandatory to be a registered coach in Canada.
 - Coaches must complete the CSCA screening process at registration.

Non-Compliance

Coaches have until November 30th to complete all registration requirements, including the minimum required NCCP training. If not completed, the coach will be marked non-compliant in the RTR system.

- Coaches registering after November 30th have 30 days to complete registration requirements.
- Non-compliant coaches are in default of Swim BC registration rules and are not covered by insurance. They cannot coach in any manner (training sessions and competitions).

Suspended Coaches

- Swim BC membership status for non-compliant coaches may be suspended.
- Coaches will receive a suspension letter stating the parameters of the suspension.
- ***New for the 2023-24 Season*** – Club Presidents and Head Coaches will now be required to sign and acknowledge the suspension letter and return it to Swim BC.

Volunteer Coaches

Volunteer coaches must be registered as coaches (not swimmers or officials) with Swim BC and follow all registration requirements stated above.

Criminal Record Checks

Swim BC accepts Criminal Record Checks (CRC) through the [Criminal Record Review Program](#) (CRRP) only. All CRCs are valid for five (5) years.

There are two separate processes to be aware of:



Volunteer Criminal Record Checks

Volunteers that are required to submit a Criminal Record Check:

1. Club Board of Directors
2. Chaperones or Team Managers
3. Level 3, 4, and 5 Official's

Step 1: Complete and upload this template as part of the Club Application process.

Step 2: Swim BC sends access code to club registrar once their club is activated.

Step 3: Swim BC will monitor clearance letters received against the list provided by your club.

Please note:

- It is the club's responsibility to contact Swim BC to confirm a club volunteer's clearance.
- Volunteer CRCs are free of charge through the Criminal Record Review Program.
- If you submitted a Criminal Record Check last season, you do not have to resubmit a CRC this season.
- If you have any questions, please contact [Tracy Gardner](#).

Coach Criminal Record Checks

All registered coaches must submit a criminal record check (CRC) to Swim BC via the CRRP.

- To access the CRRP, you must use a Swim BC specific link via Swim BC specific access code.
- **Please contact Tracy Gardner for the access code.** This code **must not** be posted publicly, share only with coaches requiring a criminal record check.
- **Plan ahead!** Processing times may take two or more weeks. Please ensure enough time for a CRC to be processed before a coach starts in their role.

CRRP Link: <https://justice.gov.bc.ca/eCRC/>

Previously requested CRCs with the CRRP may be shared with Swim BC without requesting a new CRC. Each separately requested "employer" CRC cost \$28.00 – this can be avoided by selecting "share the results" on the CRRP website.

Invoice Payments

Swim BC invoices are due 30 days post transaction. We accept 2 methods of payment:

- **E-Transfers** – are accepted for all invoices. E-Transfers can be sent to payments@swimbc.ca. It is set up for direct deposit, and you should not have to use a security question. **Please include your invoice number in the comment of the E-Transfer to ensure that your payment is applied to the correct invoices.**
- **Cheques** – are accepted for all invoices. Cheques must be made out to "Swim BC". Cheques can be mailed to our office at 305-4420 Chatterton Way, Victoria BC V8X5J2.

MSABC Team Scoring

MSABC is the organizer of the master's swim meets and Masters Provincial Championships. As the organizer, MSABC can set different eligibility rules for team scoring and league trophies. Adjustments to club codes can be done in the HY-TEK Meet Manager Program by the host clubs of each meet. MSABC would need to approve those clubs not listed in the RTR. MSABC would then need to communicate all required information (Club Code and list of swimmers attending the meet) to each meet host, right after the entry deadline. This must be done prior to the competition starting as all information in the Meet Manager software needs to be correct before the meet begins.

Once the meet ends, the host club would need to change those clubs and their members back to the Dogwood club before the results are uploaded to the RTR.