



**2020-2021
Registration
Manual

Masters**



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Welcome to the 2020-2021 competitive swim season! Thank you for taking on the critical role and responsibility of Club Registrar, it is a very important position in supporting club operations and Swim BC's mandate. Moving into this new season, we are very aware that it is not going to be business as usual due to COVID-19. Registration may look different in the fall, but we are hopeful to have everyone back in the water before the end of the season.

Clubs in BC are both members of the national governing body (Swimming Canada) and the provincial governing body (Swim BC) and as such the Swimming Canada Registration, Tracking and Results System, or "RTR", is integral to your role. The intent of this manual is 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 eligible for programs and competition.

As a sport governing organization, Swim BC is required to report on membership 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, and to safeguard the participation of themselves and all other members.

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 corrections. Changes will also be emailed to the Club Registrar.

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 sets rules and procedures for all aspects of swimmer, coach and official's registration. Provincial sections, such as Swim BC, have the obligation to ensure clubs and club registrants are informed and follow the rules as outlined. Swim BC also has a set of rules and regulations that it implements in addition to, and to support Swimming Canada's standards and requirements.

Why Do We Have to Register Every Year?

The registration period runs from September 1st to August 31st; all memberships (club, swimmer, coach) regardless of when a member joins expire on August 31st. Clubs apply for affiliation with Swim BC and Swimming Canada yearly. 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 the following:

- Club Services such as registration, insurance, club management and communications
- NCCP Courses
- Governance and Policy Development
- BC Swimming Congress



- Provincial Championships
- Safe Sport
- Officials Development

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. In the 2020-2021 season, we are making an effort to change the language around registration fees to better reflect why members have to pay a Swim BC fee. 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.

2020-2021 Registration Fees

Registration Category	Annual Fee	New Registrations after March 31st
Club		
Masters Club	\$15	
Coach		
Coach (All Categories)	\$78.50	
Swimmers		
Masters	\$39	
Masters-Open	\$205	

This year Swim BC will be charging a one-time club registration fee to Master clubs. This will go towards Swim BC Services and helping to grow the services for Masters clubs.

Masters Registration Categories

Masters

For Swimmers 18 and over, wishing to compete in Masters only events

- Masters swimmers can register with multiple Masters clubs, but they may only represent one club at a Masters Competition
- Registration is valid from September 1st to August 31st

Masters-Open

For Masters Swimmers who wish to compete in Masters events and Swim BC/Swimming Canada sanctioned events

- 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.

Payments

Swim BC accepts payments in the following methods:

- Credit Card – ONLY for invoices \$300 or less
- E-Transfers to payments@swimbc.ca
- Cheques

Swim BC will not accept personal cheques from individual swimmers. Cheques should come directly from the club. Swim BC strongly recommends all of our clubs to have a bank account in their club name. Additionally, starting this season clubs will not be able to set up a Club Credit Account. Invoices will need to be paid at the time of registration through one of the above methods.



If you are looking to make payments on your Swim BC account or have questions about your Swim BC account status please reach out to Jocelyn Westfall (Jocelyn.westfall@swimbc.ca)

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 (\$15)
3. Submit the required forms/documents listed below.

Once all the club registration criteria are met, 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. Registration is valid until August 31st, 2021.

Required Documents

Due to COVID-19, we are requiring clubs to have an approved Return to Swimming plan before you start club activities. Swim BC is not reviewing Return to Swimming plans. However, Clubs need to submit a **Return to Swimming Club Declaration** and the **Board Meeting minutes** where the plan was approved. If you already submitted these documents during the swimmer, you do not need to resubmit them.

Forms

- Club Registration Form
- 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
- Swim BC Facility Declaration
- Return to Swimming Club Declaration
- Board Minutes where Return to Swimming was approved

BC Societies*

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

*If your club is not registered with the BC Registries, we highly suggest that clubs work towards that registration. Just reach out to Swim BC for other options if you're not registered with BC Registries.

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

A Club Officials Director is optional. 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@club.ca** or **registrar@club.ca**. Club emails through Gmail or Outlook are acceptable. All documents can be sent to Sam Thoms (sam.thoms@swimbc.ca).



Maintaining Your Society

Most Swim BC clubs are not-for-profit societies registered with the BC Registry Services. Maintaining your Societies status is a prudent risk management practice that ensures that your club is operating under approved Constitution and By-Laws.

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

- Change in Board of Directors (more information below)
- Change in Club Registrar
- Updates to Club Contact information
- Coaching changes

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 Resources and linked here: [Change in Board of Directors Form](#).

Coach Registration

There have been **significant changes** to the coaching registration steps this year, please review the following sections so your coaches are properly registered. Masters coaches will need to be registered with Swim BC. Only registered coaches are covered by insurance, if coaches are not registered that puts your club at risk. If one of your coaches, also works with another club they do not need to be registered again. Coaches are able to go into the RTR profiles and affiliate with multiple clubs.

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, 2020 and August 31st, 2021.

Coaches can be registered in 1 of the following Swimming Canada categories:

- A1** – Head Coach attending up to Swimming Canada National Competitions
- A2** – Head Coach attending only Invitational and Provincial Competitions
- B** – Assistant coaches attending up to Swimming Canada Nation Competitions
- C** – Assistant coaches attending only Invitational and Provincial Competitions
- D** – Non-Competitive coaches or Masters coaches

*Please register your coaches in the appropriate category. **Masters coaches should register as a Category D coach.**

Criminal Record Checks

All registered coaches must submit a Criminal Record Check (CRC) to Swim BC through the Criminal Records Review Program (CRRP). Criminal record checks will be valid for 3 years, per Swim BC CRC and Screening Policy. To access the CRRP, please use the following Swim BC specific link. The Access Code will be distributed separately to all Club Registrars. This code MUST NOT be posted publicly. Please only share directly with coaches that require a Criminal Record Check. Processing times may take 2 weeks or more depending on the volume of requests. 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/>

If you have previously requested a Criminal Record Check with the CRRP within the last 3 years, you may share your Criminal Record Check with Swim BC without requesting a new check. You can do this by selecting "Share the results of a Completed Criminal Record Check" in the link above.



Cost: Each Criminal Record Check has a cost of \$28

Volunteers: If you require a Criminal Record Check to volunteer with Swim BC, please do not use the same link and access code as a coach. Swim BC will provide you with separate volunteer access information.

Safe Sport Training

Coaches are required to take Safe Sport training to be fully registered. Safe Sport training is to be completed once every 5 years. Coaches must take one of the following approved programs:

- [Respect in Sport for Activity Leader/Coach Training](#) (or)
- [Coaching Association of Canada's Safe Sport Training](#)

The Respect in Sport for Activity Leaders/Coach training costs \$30 and coaches will receive 3 NCCP PD points upon completion. Re-certification of this course will be required once every 5 years. If you have already completed this course in the last 5 years, then you do not need to redo the course. The CAC Safe Sport Training is available through The Locker. It is a free course and coaches will receive 2 NCCP PD points upon completion.

CSCA

When a coach is registered through the RTR system, 2 invoices are generated. One is for Swim BC and the other is for the CSCA ([Canadian Swimming Coaches Association](#)). Being a member of the CSCA is a requirement to be a registered coach with Swimming Canada and Swim BC. As a requirement for registration, coaches must complete the CSCA screening questions through their CSCA account

Steps to Register a Coach

1. Create an Invoice for the Coach through the RTR system
2. Complete a Criminal Record Check through the CRRP
3. Pay Swim BC invoice
4. Pay CSCA Invoice
5. Complete the CSCA Screening Questions
6. Ensure the coach has completed the Safe Sport Training

Non-Compliance

Coaches have until November 30th to complete all the above requirements. If not completed, the coach will be marked as Non-Compliant. Any coaches registering after November 30th have 30 days to complete the requirements. Non-Compliant coaches will not be able to attend meets and they are not covered by insurance.

Swimmer Registration

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 be able to compete in Swim BC and/or Swimming Canada 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 can register according to their own gender identity. Swimmers can only register as one gender at a time. If a swimmer is changing their gender identity, 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.

This season all swimmers are required to sign an Acknowledgement and Assumption of Risk Form. This form will be signed online through Adobe Sign. Swimmer registration will not be complete until this form has been signed.



Steps to Register a Swimmer

- 1) Submit a swimmer invoice through the RTR
- 2) Pay the Invoice
- 3) Ensure the Swimmer has signed the Acknowledgement and Assumption of Risks Form
- 4) Ensure that the Swimmer verifies their account in the RTR system

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 participate in meets once their status shows as Registered.

Officials Registration

Masters Clubs can register their Officials in the RTR system. Officials do not have to pay a fee to register. Registration allows officials to track their officiating certifications and officiate at sanctioned competitions. Officials can access their RTR profiles, and it is their responsibility to keep them up to date.



Step-by-Step Guide to Registration in the RTR

First time logging in

Club registrars will receive an email containing a temporary username and password to login after club registration is complete.

First Steps after login:

1. Review **My Info** page and update Club Registrar's information
2. In the same section, update username and password*
3. Review **Club Info** page and update as needed

***Note:** Club Registrar passwords are reset at the start of every season, previous seasons passwords will not work until your account is reset


Navigating the Menu

1	2	3	4	5	6	7	8	9	10.
Updates	My Info	Club Info	Manage Users	Swimmers	Coaches	Invoices	Transfers	Report	Swimmer Lookup

The following functions available in the RTR:

1. **Updates** - pertinent information posted by Swim BC and/or Swimming Canada related to the Club Registrar
2. **My Info** - the Club Registrar's contact information
3. **Club Info** - contact information for the club
4. **Manage Users** – add/edit/change the Meet Manager and Volunteers with RTR access
5. **Swimmers** - manage swimmer registration and information
6. **Coaches** - manage coach registration and information
7. **Invoices** - swimmer, coach and post meet invoices
8. **Transfers** - managing swimmer transfers
9. **Report** - generate reports (eg: Team Manager Report)
10. **Swimmer Lookup** - to lookup any swimmer registered in the RTR in Canada.

Coach Registration

To start the season, remove any coaches not returning. Go under the **Coaches** menu and use the **Remove**  tool beside each coach to remove them.

Adding Coaches

Under the **Coaches** menu, select **Add Coaches**.

1. Type the coaches name into the search menu
2. Review the list of coaches available
 - If the coach was previously registered with another team, select **ADD**.
 - If the coach is new and has never been registered, fill out the coach's information (Full Name and Email) then select **ADD NEW**

Registering Coaches

At the beginning of each season, all coaches need to register. Previously registered coaches will be moved into a **Pending** status. The process to register them is as follows:

STEP ONE

Move coaches into appropriate category

1. Select coaches of the same category using the checkbox
2. Using the **Category** dropdown menu, select the appropriate category
3. Click **Move to Category**
4. Repeat with all coaches or categories



STEP TWO

Have coaches submit a criminal record check through the Criminal Records Review Program (CRRP) using the Swim BC access code. The access code will be sent to Club Registrars separately and cannot be shared publicly. If Swim BC has not yet received a CRC from a coach, there will be a red "X" under the PSO Req. column, and their status will be "**Requirements not met**".

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

STEP THREE

Generate Swim BC and CSCA invoices

1. Go to **Invoices** then **Coaches** in the menu
2. Select coaches with checkbox
3. Click **Generate Invoice** button
 - This will generate 2 separate invoices, one for Swim BC and one for CSCA. They can be reviewed under **Invoices Summary**
 - Coaches will be in a **Payment Pending** status until both invoices are paid.

Coach Invoices

Select Coaches to place on an invoice, then press the "Generate Invoice" button.

New Registrations

2

	Name	Category	PSO Fee	CSCA Fee	Status	Return to Pending
1	Coach Sample	SNC Staff Coach	\$10.00	\$185.00	Invoice Pending	

STEP FOUR

Submit separate payments to Swim BC and CSCA

- Swim BC can be paid per payment methods stated on page 4.
- CSCA payments are made online through their website. Each coach has a unique link to their CSCA invoice.

STEP FIVE

Coaches must complete CSCA Screening Questionnaire through their CSCA accounts

- After the invoices are generated, each coach will be emailed a link to the screening questionnaire
- Coaches who have not yet completed the CSCA Screening Questionnaire will be in a **CSCA Account Pending** status
- Club Registrars can resend the email with the screening questions by selecting the coach and clicking *Resend CSCA email*

Coach Status

Only after all steps are completed, will the coach be marked as **Registered. They are not fully registered with Swim BC until they are marked as **Registered**.**

- If your coach is in a **Requirements Not Met** status they have until the November 30th deadline to complete the PSO requirements and/or the CSCA Screening Questions.



To view requirements that your coaches have completed, you can view them under the PSO requirement column by clicking on them ✓ or the ✗ or by clicking “Go” to see their CSCA profile.

Add Coaches

Move to Category

Assign to Group

Active/Inactive

Remove Coaches

Re-Send CSCA Email

Move to Pending

Send Login Info

SEARCH

	Group	Name	Category	Registered	Email	Phone	Pro Req.	Status	Edit	Account	Remove	CSCA link	CSCA Screening	First year of reg.
<input checked="" type="checkbox"/>	Test Masters Test	Test Coach	D - CSCA Staff	Jul 15 2019	hbirebaum@swimmin...	111-111-111	✓	Registered		Go			✓	Jul 15 2019

Swimmer Registration

To start the season, the best practice is for the Club Registrar to review the club roster and remove inactive swimmers. To Remove Swimmers:

Select **Swimmers** from the menu

1. Using the checkboxes, select the swimmers to be removed
2. Click **Remove Swimmers** button

Note: Removing a swimmer from your roster does not delete them from the system, they will retain their swimmer ID and can be added back at any time.

Adding New Swimmers

Before adding a new swimmer please ensure you have the following information for that swimmer:

- Full Name
- Gender
- Date of Birth
- Primary Contact
- E-mail
- Address

There are 2 types of swimmers that can be added:

- **Non-registered swimmers:** a swimmer that has never been associated with any club registered with Swimming Canada
- **Previously registered swimmers:** a swimmer that has been registered with any club registered with Swimming Canada

Adding New Non-Registered Swimmer

Select **Swimmers** from the menu and click the **Add Swimmers** button

1. Select Registering for the first time
2. Fill out swimmer information and repeat for other new swimmers
3. Click the **Add Swimmers** button
4. A pop-up window will appear to confirm information, click OK
5. Repeat process as needed



Add a Swimmer

* mandatory fields

☐ Registering for the first time ☒ Previously registered swimmers

Last Name	First Name	Gender	DOB	ID
Swimmer	Johnny	<input checked="" type="radio"/> Male <input type="radio"/> Female	Jan 01 1999	

[Search](#)

To search for a previously registered swimmer, please enter the name, gender and date of birth **OR** the Swimmer ID.

ID	Last Name	First Name	DOB	AgeGroup	University	Master
129077854	Swimmer	Johnny	01-01-1999	Select		

Adding

Previously Registered Swimmers

Select **Swimmers** from the menu and click **Add Swimmers**. Then proceed with the following steps:

1. Select Previously registered swimmers
2. Fill out swimmer information
3. Click **Search**
4. Beside the swimmers listed, click select to add them.

Note: If you are adding a swimmer who is listed under another club please ensure when you go to add them, your click "Select" under the Masters column. This will ensure that they are added to your Swimmers list without initiating a transfer. The swimmer transfer procedures do not apply to Masters swimmers.

Swimmer Registration Process

At the start of the season, all previously registered swimmers are listed as *Pending* and will have to be registered through the following steps:

STEP ONE

Ensure all swimmers have accurate email addresses. Use **Show Contact Info** to see extended view of swimmer info and click the **pencil icon** to edit.

STEP TWO

Move all swimmers into their appropriate member category through this process:

1. Select the checkboxes for the swimmers of the same member category
2. Using the **Member Type** dropdown menu select the category they are moving into
3. Click **Move to Category** button, then you'll see a confirmation window appear. Verify the information and click **OK** to proceed



Swimmer List

Season: 2017-2018 Member Type: --All Types-- Status: Show all Show SHOW Contact Info Export

Add Swimmers Create Report Move to Category Move to Pending Active/Inactive Remove Swimmers Re-send Email

Note: If you put a swimmer in the wrong category, select their checkbox then click **Return to Pending**. The swimmer will return to the **Swimmers** menu without a member category.

STEP THREE

Produce an invoice for all Swimmers

The screenshot shows the 'Invoices' menu with 'Swimmer Invoices' selected. Below, the 'New Registrations' table lists swimmers with checkboxes for selection. The 'Generate Invoice' button is highlighted. The 'Invoices Summary' table shows a deleted invoice.

ID	Name	Category	Cost	Status	Return to Pending
129077854	Swimmer Johnny	Competitive Development TEST	\$33.50	Invoice Pending	<input type="checkbox"/>
	Swimmer One	Competitive Development TEST	\$33.50	Invoice Pending	<input type="checkbox"/>

Invoice No	Date	Due	Paid	Date Paid	Status	Edit	Delete
SNC2024572	Aug 07 2013	\$12.00	\$0.00		Deleted		

1. Select **Invoices** then **Swimmer Invoices** in the menu
2. Select swimmers to add to the invoice by using the checkboxes
3. Click **Generate Invoice**
 - The invoice will be generated and can be printed or downloaded as a PDF. It also appears in the **Invoice Summary** with a status of *Pending Pso Approval*

Note: The Club Registrar can remove swimmers from an invoice that is *Pending Pso Approval*. Swimmers that are removed will return to a *Pending* status. Club Registrars can also delete an entire invoice that is *Pending Pso Approval* and all swimmers in that invoice will be returned to *Pending*. If the invoice has been marked as paid in the RTR system, a swimmer cannot be removed from an invoice and there are no refunds for invoices that have been paid.

STEP FOUR

Submit payment to Swim BC following the payment methods on page 4.

STEP FIVE

Ensure that the Primary Contact has confirmed the swimmer's information online

- Primary Contact's will receive an email with the swimmer's information, they need to review the email and confirm that the information is correct
- The Club Registrar can resend the registration email under the **Swimmers** menu, selecting the swimmer's checkbox and clicking the **Resend Email** button

STEP SIX

All swimmers will need to sign the Acknowledgment and Recognition of Risk Form.

Only when all steps have been completed will you see the Swimmer as *Registered* in your swimmer list



Additional Documents

- Swimming Canada Use of Personal Information Memo
- Club Registration Form
- Swim BC Facility Declaration Form
- Return to Swimming Declaration Form
- Club Registrar Declaration Form
- Additional User Declaration Form
- Club Declaration Form - Facility Rules

How to Complete the Forms

Forms are setup as Fillable Forms. These can be completed digitally through a PDF reading software. To complete the forms, please ensure the document is saved to your computer before filling out. Once all the fields are completed, make sure you save the document again. All forms can be sent to Sam Thoms, Club Services Manager (sam.thoms@swimbc.ca). Payment for the Club Registration fee can be sent to Jocelyn Westfall, Administrative Coordinator (Jocelyn.westfall@swimbc.ca). Forms can also be found in individual files on our website under Club Resources.



2020-2021 Registration Manual
MASTERS CLUB REGISTRATION FORM

Club Information

*Club Name: Club Code:
*Mailing Address:
*City, Province: Postal Code:

Club Website (URL):

Contact Information

*Club President:
*Email: Phone:

*Club Registrar:
*Email: Phone:

Club Officials Director:
Email: Phone:

Head Coach:
Email: Phone:

*Required Information

The following documents **MUST** be sent electronically to Swim BC as part of the Club Registration (PDF format, do not fax)

- ☐ Certified Statement of Directors and Registered Officers or Certified Annual Report
- ☐ Certified Constitution and By-Laws
- ☐ Current Certificate of Good Standing
- ☐ Swimming Canada Club Declaration Form - Facility Rules
- ☐ Swim BC Club Facility Declaration
- ☐ Club Registrar Compliance Declaration
- ☐ Return to Swimming Declaration Form and Minutes from Board Meeting*

* If Return to Swimming documents were sent during the summer, you do not need to re-submit.

A Club is not considered registered until the ENTIRE registration submission is complete and received along with the Club Registration Fee/ Payment. Please submit all documents to sam.thoms@swimbc.ca.



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 British Columbia 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's Registrar can complete and submit an *Additional User Waiver Application* to Sam Thoms (sam.thoms@swimbc.ca) 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 affiliation 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

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 British Columbia 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's 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, Officials Administrator etc.)

President's Name: _____

President's Signature: _____



Club Facility Declaration

As a duly registered member club of Swim BC, the _____ (enter legal name of member club) declares the following facilities to be training and/or competition venues. We understand where duplicate facility declarations between clubs exist, Swim BC may initiate an investigation to determine the primary occupant, and whether there is mutual consent to share a facility. Where multi-use facilities exist at the inception of this policy, the use by two or more existing member clubs will not elicit an investigation. Pool management may be consulted to verify facility utilization.

Facility 1:

Name of Facility: _____

Facility Address: _____

Current Lane hours / week (avg): _____

Facility 2:

Name of Facility: _____

Facility Address: _____

Current Lane hours / week (avg): _____

Facility 3:

Name of Facility: _____

Facility Address: _____

Current Lane hours / week (avg): _____

Facility 4: (if more than 4 facilities, please add an addendum)

Name of Facility: _____

Facility Address: _____

Current Lane hours / week (avg): _____

Club Head Coach signature

Club President signature



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): _____

Should you have any questions or concerns, please contact Sam Thoms (sam.thoms@swimbc.ca)



CLUB DECLARATION FORM

RETURN TO SWIMMING PLAN

The Government of BC has tasked major stakeholders in industry sectors to create sector-specific guidance documents. The Ministry of Tourism, Arts and Culture has requested viaSport develop Return to Sport Guidelines to support Swim BC and the provincial amateur sport sector. Swim BC's Return to Swimming plan is based on these guidelines, Swimming Canada's resource document and other stakeholder resources. Prior to restarting, Swim BC member clubs should use these Return to Swimming Guidelines to develop their required Return to Swimming Plan and assist their work towards a careful and gradual restart of club activities.

In the process of developing a club's Return to Swimming Plan, one size does not fit all. Each club has unique issues which need to be factored into their Return to Swimming Plan. Modifications and changes to standard practice protocols will be required, and these modifications will need to be practical and tailored to your unique facility and participant needs.

While there can be some flexibility in a club's Return to Swimming Plan, all swimming and swimming related training activities in B.C. must operate within current provincial health restrictions to promote the safety of our communities. Every club's Return to Swimming Plan must include clear policies to ensure:

- no swimmer or coach with symptoms comes to any swim club specific or related activity;
- swimmers are able to participate in a secure environment where physical distancing, personal hygiene and safe social interactions are enforced;
- coaches having displayed related symptoms are able to be off sick or work at home to enable self-isolation for ten days (at minimum);
- coaches have fewer workplace contacts (shorter times, fewer people), through such measures as staggered shifts, smaller training groups, occupancy limits, virtual staff meetings and working from home where the nature of the work permits;
- higher frequency of cleaning of 'high touch' areas of facilities and equipment, availability of hand sanitizer and encouraging good hygiene.
- Assessments of risks present in your club's operation.

I hereby declare that the (name of club) _____ has developed a Return to Swimming Plan utilizing the Swim BC Return to Swimming Plan Guidelines and have informed and educated our club's participants in the application of said plan..

Club Presidents Name: _____

Club President's Signature: _____

Date (mmm / dd / yyyy): _____

Please forward to Swim BC upon completion (sam.thoms@swimbc.ca)