



2026-2027

Swim BC Registration Manual

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Abbreviations and Definitions

CAC – Coaching Association of Canada
COA – Club Officials Administrator
CRC – Criminal Record Check
CRRP – Criminal Record Review Program
CSCA – Canadian Swimming Coaches Association
MED – Making Ethical Decisions
NCCP – National Coaching Certification Program
PS – Provincial Section
PSO – Provincial Sport Organization
REMS – Registration and Event Management System

Purpose of This Manual

This document will provide an overview of the club application process and help clubs navigate the swimmer, coach, and official registration process. 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.

This manual is intended for club registrars, treasurers, individuals responsible for payment admin, coaches, and officials, seeking a comprehensive guide to Swim BC's registration processes.

The manual is organized into easy-to-follow sections covering everything from initial registration steps to payment and confirmation. Use the table of contents to navigate to the information you need most.



Welcome

Swim BC welcomes all member clubs to the 2026–2027 season.

About Swim BC

Swim BC is the governing body for competitive swimming in British Columbia and a proud viaSport Accredited Organization. Our community includes swimmers, coaches, officials, and many volunteers who support governance, competitions, and club operations. Such as club boards, registrars, COAs, and meet managers. Without the dedication of our volunteers and members, swimming in BC would not thrive.

Our work is guided by a clear vision, mission, and set of values that shape everything we do.

Vision: A thriving swimming community inspired to achieve our individual and collective best.

Mission: Supporting competitive swimming through leadership, connection, and governance.

Values: Community, Integrity, Innovation, Stewardship.

Why Registration Matters

Registration ensures swimmers, coaches, and officials are eligible to participate, provides access to programs and resources, ensures proper insurance coverage, and supports a safe, accountable sport environment.

In addition, accurate registration allows Swim BC to track and report participation data to viaSport, government agencies, Swimming Canada, and other sport bodies. This strengthens our ability to secure funding, grow programs, and ultimately support clubs.

Important Dates

June 1, 2026: Swim BC Club Application opens.

August 31, 2026: Club Application Deadline.

September 8, 2026: REMS re-opens; Recreational Master/Swim School/Swim Fit Session 1 opens.

November 30, 2026: Coach compliance deadline.

April 1, 2027: Registration discounts apply.

Need Help?

If you have questions or need assistance during the registration process, please contact:

Hughanna Gaw

Manager, Member Services

Email: hughanna.gaw@swimbc.ca

Phone: 778.430.9100

OR

Jamie Dahlman

Membership and Administrative Coordinator

Email: jamie.dahlman@swimbc.ca

Phone: 778.430.9100

We look forward to a successful and enjoyable season ahead. Thank you for being part of Swim BC!

Club Application:

Each Club president received an e-mail from Swim BC in early June; including the club application requirements and a direct link to the 2026-2027 Club Application Portal. If you need the link resent to you, please contact [Hughanna Gaw](#)

Application Requirements Overview:

1. Club Information
2. Club Contact Information
3. BC Societies Act Documentation
4. Mandatory Club Policies: have been **adopted** and are **publicly accessible** on the club's website
5. Swimming Canada Required Forms
6. Facility Declaration: Provide a list of all pool facilities used by your club.
7. Screening and Criminal Record Check Requirements
8. Declaration and Acknowledgement

Swimming Canada's Registration and Event Management System (REMS)

REMS is used for all Pre-Competitive, Competitive, Varsity, and Masters registrations.

Detailed user guides are available:

[REMS Knowledge Base](#)

[Swim Canada REMS Registration Guide \(2025-26 version\)](#)

[National Registration Procedures and Rules Manual \(2025-26 version\)](#)

For Swim BC registration assistance, please contact Jamie Dahlman, Membership and Administrative Coordinator at jamie.dahlman@swimbc.ca.

2026-2027 Registration Types and Fees

All pre-competitive, competitive, varsity and masters swimmers must be registered in REMS within 14 days of commencing activity. For more information on [REMS Registration](#)

All Recreational Masters, Swim School and Swim Fit swimmers must be registered directly with Swim BC within 14 days of commencing activity through the [Swim BC Registration Form](#) (link live Sept. 1st)

Member clubs must register **ALL** individual members (**including Recreational Masters, Swim School and Swim Fit participants**) to maintain membership in good standing. Failure to register jeopardizes insurance coverage and could result in suspension or non-renewal of club membership.

Swimming Canada & Swim BC Registration Types (Via REMS)

The following table provides an overview of the registration types and fees as determined by Swimming Canada and Swim BC. All registrations for these types are processed through Swimming Canada's REMS.

2026-2027 Registration Fees				
Registration Class	Registration Type	Fees		
		Swimming Canada	Swim BC	Total Fee
Swimmer	Pre-Competitive	\$17.50	\$35.00	\$52.50
	Competitive	\$76.00	\$90.00	\$166.00 ^{1,2}
	Competitive – BC Varsity Club (SFU, UBC, UVIC) ³	\$76.00	-	\$76.00
	Varsity	\$76.00	\$90.00	\$166.00
	Masters	\$15.75	\$61.50	\$77.25
	Masters – Dogwood	\$15.75	\$71.50	\$87.25
	Summer (May 1 – Aug 31)	\$8.50	\$6.50	\$15.00
Coach	All Coach Registration Types	\$37.75	\$52.00	\$89.75 ⁴
Official	Level 1 – 5	<i>There are no Swimming Canada or Swim BC registration fees</i>		

¹ Pre-Competitive Swimmers moving into the Competitive stream will have their Competitive type fee pro-rated by the Pre-Competitive fee to a total fee of \$113.50. The 50% fee discount will be applied after March 31 for Swimmers upgrading from Pre-Competitive to Competitive to a total fee of \$30.50.

² New Competitive swimmers registered after March 31 will have their Competitive fee discounted 50% (\$83.00).

³ This registration type is for Varsity Swimmers registered with a BC Varsity Club (SFU, UBC, UVIC) who wish to register concurrently with and compete for their BC Age Group Club in unlimited sanctioned events.

⁴ Additional CSCA fees will apply. All Coaches are required to be members of the CSCA, and CSCA fees are established by the CSCA.

Swim BC–Only Program Registration (Outside REMS)

Swim BC programs, Recreational Masters, Swim School, and Swim Fit follow a separate registration process outside of REMS. For more information on these registration types, please visit <https://swimbc.ca/clubs/registration/>

2026-2027 Swim BC Only Program Registration Fees		
<i>These Registration Classes and Types are not included in the Swimming Canada REMS</i>		
Registration Class	Registration Type	Swim BC
Swimmer	Recreational Masters	\$10.00
	Swim School	\$10.00
	Swim Fit	\$10.00
Coach	Swim School	\$52.00
	Swim Fit	\$52.00

Payment Procedures

Payments for Swim BC and Swimming Canada fees are collected offline by Swim BC:

- E-transfer: payments@swimbc.ca
- Cheque: Mail to Swim BC, 305-4420 Chatterton Way, Victoria, BC V8X 5J2

When sending payment, please include at a minimum your **Club Name/Club Code** and a brief description:

- For REMS invoices: **7-digit** Payment ID or Invoice Reference Number (e.g., 1201234)
- For Recreational Masters, Swim School, and Swim Fit: **4-digit** Invoice Number + Swim School / Swim Fit (e.g., 1111 Swim School)
- For Post Meet invoices: **5-digit** Invoice Number (e.g., 12345 Post Meet invoice)

Do not use online payment methods in REMS to pay Swimming Canada fees.

CSCA Fee Payment

CSCA fees must be paid directly to the [CSCA](#). Any CSCA payments sent to Swim BC will be applied as a club credit.

Payment Processing Times

Allow 2–3 weeks for payment processing. Swim BC and Swimming Canada mark invoices as paid separately in REMS. To avoid delays and obtain “Active Status” for meet entries, register and pay well in advance.

Safeguarding Payments

To protect you, your club, and its members, process all fees through the club’s official bank account or an authorized platform. If your club does not yet have a dedicated account, Swim BC strongly recommends establishing one to promote transparency and accountability.

Refund Policy

Swim BC and Swimming Canada do not issue refunds for registration fees. If an overpayment occurs, the difference will be credited to the club’s account when applicable.

Swimmers Registration Types - Via REMS

A swimmer may register in only one category, except Varsity swimmers, who may be registered in Varsity and Competitive category concurrently.

Pre-Competitive

Definition	Swimmers aged 17 and under enrolled in “Learn to Swim” and “Fitness” type programs.
Additional Notes	<ul style="list-style-type: none"> Swimmers may compete in one sanctioned event.

Competitive

Definition	Swimmers wishing to take part in unlimited sanctioned events.
Additional Notes	<ul style="list-style-type: none"> Competitive swimmers over eighteen are eligible to register in the Competitive registration type, as per Swim BC requirements, if they wish to compete in Age Group competitions. Varsity Swimmers registered with an Out-of-Province Varsity Club must use this Competitive registration type to register concurrently with both a BC Age Group Club and their Varsity Club. Transfers are not required for Varsity Swimmers to register with their previous Age Group Club. However, if they wish to register with a new Age Group Club, they must complete a transfer from their previous Age Group club.

Competitive — BC Varsity Club (SFU, UBC, UVIC)

Definition	For Varsity Swimmers registered with a BC Varsity Club (SFU, UBC, UVIC) who wish to register concurrently with and compete for their BC Age Group Club in unlimited sanctioned events.
Additional Notes	<ul style="list-style-type: none"> Swimmers must be registered with a BC Varsity Club (SFU, UBC, UVIC) before they are eligible to register in this category. Transfers are not required for Varsity Swimmers to register with their previous Age Group Club. However, if they wish to register with a new Age Group Club, they must complete a transfer from their previous Age Group club.

Varsity

Definition	Swimmers representing U Sports teams who will compete at U Sports competitions.
Additional Notes	<ul style="list-style-type: none"> Swimmers may be registered concurrently with both a Canadian Varsity Team and their Age Group Club. Please review 'Competitive' and 'Competitive – BC Varsity Club (SFU, UBC, UVIC)' for registration category eligibility. Swimmers may compete only for either their Varsity team or their Age Group Club at competitions that have a competition start date between September 1 and August 31. Swimmers have the option to represent their U Sports club at all Swimming Canada sanctioned events including Swimming Canada National Events excluding the Canadian Masters Swimming Championships.

Masters

Definition	Masters Swimmers aged 18 and over participating in Masters programming and Masters sanctioned events only.
Additional Notes	<ul style="list-style-type: none"> Swimmers may only be registered with and compete for one Masters club. Swimmers may not compete in Age Group competitions.

Masters — Dogwood

Definition	Masters Swimmers aged 18 and over wishing to register as independent 'unattached'.
Additional Notes	<ul style="list-style-type: none"> Initial registration is completed by the independent swimmer through the Dogwood Masters Registration Form Swimmers may not represent a Masters club during Swimming Canada or Swim BC sanctioned events. Swimmers may not compete in Age Group competitions.

Summer (May 1 – Aug 31)

Definition	Swimmers registered in summer programming.
Additional Notes	<ul style="list-style-type: none"> There is no competition eligibility in this registration category.

Swimmer Registration Types - Outside REMS

These registrations are processed directly through Swim BC (not via REMS).

Recreational Masters / Swim School / Swim Fit

Category	Recreational Masters	Swim School	Swim Fit
Definition	Low-cost sessional opportunity for clubs running non-competitive Masters training programs wishing to avoid an annual registration fee.	Low-cost entry level sessional opportunity for clubs running entry level programs or for clubs looking to expand their programming.	Low-cost sessional opportunity for clubs running non-competitive training programs wishing to avoid an annual registration fee.
Eligibility	Non-competitive swimmer in a Masters club.	Introductory level non-competitive swimmer in a club-based swim school, swimming lesson, sessional recreation program, or summer camp.	Non-competitive swimmer in a club-based fitness, teen fitness or recreational program.
Registration Periods	Fall: September 1st to December 31st Winter: January 1st to March 31st Spring: April 1st to June 30th Summer: July 1st to August 31st		

Swimmer Transfers

Transfers are required for both Age Group and Masters swimmers. A swimmer can only be registered with one Swim BC club at a time, except Varsity swimmers who may be concurrently registered with a Varsity Club and an Age Group Club.

Transfer Process

1. The swimmer requests registration with the new club's registrar.
2. The new club registrar initiates the transfer in REMS. The releasing club and Swim BC receive a notification.
3. The releasing club reviews and approves (if no outstanding financial commitments).
4. Swim BC reviews and approves.
5. The new club completes registration. You must select the Registrant Transfer category at this step. Do not select any other registration category.
6. The new club group registers the swimmer in the desired category.

For more in-depth information on the transfer process, please see the [Registrant Transfer Training Guide](#).

For help setting up transfer notifications, please see the [Configure Registrar Email Notifications for Transfers Training Guide](#).

Transfer Definitions and Conditions

- The releasing club is the last club the swimmer was registered with, regardless of how long ago.
- The releasing club must release immediately if there are no outstanding financial commitments.
- Clubs have up to 90 days to resolve financial issues. After 90 days, disputes must be resolved between the club and swimmer (e.g., small claims court). Swim BC does not mediate financial disputes.
- No club may charge transfer fees.

Suspended Swimmers or Clubs

- Swimmers suspended by a club, Provincial Section, or Swimming Canada cannot transfer to another club while their suspended status is active in REMS.
- Swimmers from a suspended club are eligible to transfer.
 - i. The receiving club initiates the transfer
 - ii. The Provincial Registrar has the authority to release and process the transfer
 - iii. Swimming Canada may waive the transfer count for swimmers from suspended clubs

Transfers Across Provinces

- Swimmers transferring from another province pay Swim BC fees but do not pay Swimming Canada fees again.

Transfer Approval and Competition Eligibility

- A transfer becomes effective upon approval by Swim BC.
- After a first transfer in the season, the swimmer may immediately compete for their new club.
- For a second or subsequent transfer in the same season (Sep 1 – Aug 31), a 60-day unattached period applies.

If you have any questions about registration and transfers, please contact Jamie Dahlman at jamie.dahlman@swimbc.ca.

Coaches

Coach Registration Types

The following registration types are processed through Swimming Canada's REMS.

Type	Description
Head Coach	Head Coach
Assistant Coach - National	Assistant Coach attending Swimming Canada National Events
Assistant Coach - Provincial	Assistant Coach attending Provincial, Invitational Events and U-Sport Championships
Pre-Competitive, Masters, Summer Club Coach	Pre-Competitive Coach or Masters Coach
Swim School/Swim Fit <i>*Swim BC type only – Not registered in REMS</i>	Swim School/Swim Fit Coach

Note: All Coaches must be a minimum of 15 years of age to actively coach in a Swimming Canada or Swim BC (swim school/swim fit) affiliated program and be registered in the REMS.

All coaches must be registered in REMS or via the Swim School/Swim Fit Registration form within 2 weeks (14 days) of commencing activity.

Masters

All Masters Only Club Coaches, regardless of position, should register in the Pre-Competitive, Masters, Summer Club Coach category.

Dual Registration

Coaches may be registered with more than one club in a season, including Masters and Age Group clubs at no additional cost. To Dual-Register a coach at no additional cost, please contact Jamie Dahlman at jamie.dahlman@swimbc.ca

Youth Volunteer Program Assistants

Must be under 16, registered as a Swim BC swimmer and Support Staff in REMS, and directly supervised at all times by a Swim BC–registered coach. May assist with marshalling, in-water demonstrations, and on-deck administrative tasks only; no coaching or supervisory duties permitted.

Swim School/Swim Fit Coach Registration Rules and Procedures

1. Swim School/Swim Fit Coaches may only Coach Swim School/Swim Fit Swimmers.
2. Registration will be conducted independently of REMS.
3. Clubs will submit a list of coaches using the Swim School/Swim Fit [Coach Registration Form](#)
4. Swim BC will generate and send an invoice to the club, at which time payment will be due. Standard Swim BC payment procedures will apply.
5. Registration opens on the first day of each session.
6. Swim School/Swim Fit Coaches only need to register once and will be able to coach all sessions.

Coach Registration Requirements

Swimming Canada Coaches	Swim School / Swim Fit Coaches
<ul style="list-style-type: none"> • Have an 'Active' Swimming Canada registration in REMS • CSCA registration and screening • A CRC through the BC Government CRRP (good for 3 years) • Safe Sport Training (good for 5 years) • Either the Coaching Association of Canada's (CAC) Safe Sport Training or Respect in Sport for Activity Leaders/Coaches • Meet the NCCP minimum requirement for registration category (see coaching pathway link below) • Payment of both Swim BC and CSCA invoices 	<ul style="list-style-type: none"> • Register with Swim BC via the Swim School Coach Form • A CRC through the BC Government CRRP (good for 3 years) • Safe Sport Training (good for 5 years) • Either the CAC's Safe Sport Training or Respect in Sport for Activity Leaders/Coaches • Meet the NCCP minimum requirement for registration category (see coaching pathway link below) • Payment of Swim BC invoice

National Coaching Certification Program (NCCP) Requirements

For more information on specific category requirements, visit the Coaching Pathway:

<https://swimbc.ca/coaches/coaching-pathway/>

All coaches have until November 30th to complete all registration and minimum NCCP certification and training requirements before being considered non-compliant. All Coaches registered after November 30th will have 60 days to complete all registration and minimum NCCP certification and training requirements.

All NCCP trained and certified coaches must maintain the required Professional Development (PD) points as determined by the CAC. Details surrounding PD points for Swimming Canada registered coaches can be found here: <https://www.swimming.ca/maintenance-of-training-certification/>.

Attendance at Sanctioned Age Group Competitions

First-year coaches must be accompanied by a coach certified at a higher level (Fundamental, Age Group, or Senior certified) to coach at Age Group sanctioned competitions.

Attendance at Masters Sanctioned Competitions

Coaches registered in the Pre-Competitive, Masters, Summer Club Coach category may attend Masters sanctioned competitions without supervision if they have met the minimum NCCP standard.



Officials

All Officials registrations are completed by the Club Officials Administrator (COA). Please refer to the [COA manual](#) for the complete Officials registration process.

Definition	Individuals pursuing officiating certification and acting as an official at a sanctioned event
Additional Notes	<p>All Officials must be registered in REMS annually as an Official within two weeks (14 days) of commencing activity as an Official.</p> <p>All Officials are required to sign the Acknowledgement and Assumption of Risks Form and agree to comply with Swimming Canada’s policies on an annual basis.</p> <p>Those Officials not affiliated with a Club can pursue their Swimming Canada Officials registration directly through Swim BC.</p> <p>It is the responsibility of the Official to manage their certification levels.</p>

As per Swim BC’s Screening and CRC Policy, all officials must complete a criminal record check through the CRRP every 3 years.

Have Questions?

Please direct all officials inquiries to Carrie Matheson, Senior Manager, Technical Operations at carrie.matheson@swimbc.ca.