



**Date:** July 3<sup>rd</sup>, 2020

**Re: Registration Manual**

With the end of the current season quickly approaching, the 2020-2021 Registration Manual is now available. The document has been revised to reflect the changes to this upcoming season. We understand that this fall isn't going to be a normal registration period, but we are hopeful that we'll be able to see everyone back in the pool at some point in the 2020-2021 season. Please ensure you review the Registration Manual as there have been some changes made to the registration process this season. They are briefly outlined below.

With regards to payments, Clubs will no longer be able to set up credit accounts to pay for invoices. All invoices will need to be paid at the time the invoice is created. This change has been put in place to address concerns with regards to financial liability.

There have also been significant changes to the Coaching Registration process this season. The following changes have been put in place and apply to all coaches:

- Coaches must take Safe Sport Training through either Respect in Sport and/or the Coaching Association of Canada
- Coaches must submit a Criminal Record Check through the Criminal Record Review Program
- Coaches must have their certification level verified and they must meet the certification requirements for their coaching classification

Further details on each step are outlined in detail in the Registration Manual. These steps are in place to ensure we are aligned with Swimming Canada requirements and current accepted Safe Sport practices expected of all Provincial Sport Organizations.

Lastly, we have added the required Return to Swimming documents to the Club Registration. All clubs are required to have a Return to Swimming plan in place before they start club activities. If you have already submitted these documents, then you do not need to re-submit them. Please refer to Swim BC Return to Swimming Guidelines for information on creating a Return to Swimming Plan.

All forms required for registration are included in the manual and will be available on the website. We will have a Masters Registration Manual available later in July. If there are any questions or concerns that come up during the registration process, please reach out to [sam.thoms@swimbc.ca](mailto:sam.thoms@swimbc.ca).

A handwritten signature in black ink that reads "Sam Thoms".

Samantha Thoms  
Club Services Manager