



## Additional User RTR Access Form for access to the Swimming Canada RTR System

Complete and fax (306 525-4009) or scan and email to [office@swimsask.ca](mailto:office@swimsask.ca)

Swim Saskatchewan'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 Saskatchewan 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 online system. As the primary custodian, the club's Registrar must use this form to apply in writing, to the Executive Director of Swim Sask, 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 Online Registration system with anyone without the consent of Swim Sask. 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.

*Please print legibly*

**CLUB NAME:** \_\_\_\_\_

Additional User: Name (please print): \_\_\_\_\_

Additional User Email (required for access): \_\_\_\_\_  
*Please print legibly*

Additional User Signature: \_\_\_\_\_

**Please circle ONLY the RTR access you are requesting**  
**Each role provides access to different information within the RTR**

- **Club Treasurer** – Can view invoices initiated in the RTR (Swimmer, coach, post meet; can run a team roster report)
- **Team Manager** – can view a team roster report; can download meet entry and results files. Coaches do not need this as they have access in their coach account.
- **Club Official's Administrator (COA)** – Can view and edit officials, transfer officials and look up officials.
- **Meet Manager** - this access can be given by the Club Registrar (add meets, meet sanctioning, entry files, results files, can run a roster check, access meets), look up officials and swimmers.

**Team Manager**

**Club Official's Administrator**

**Club Treasurer**

**Meet Manager**

President's Name (please print): \_\_\_\_\_

President's Signature: \_\_\_\_\_

