



# 2017-18 Swim Saskatchewan

## CLUB

### Registration Forms

The following forms **ARE REQUIRED** to begin your clubs 2017-18 registration.

A separate 2017-18 Club Registration Forms document has been attached to the email as a separate pdf file that can be completed and returned electronically. Or you can print, complete and return via one of the following methods:

1. Fax: 306 525-4009
2. Scan and email to [office@swimsask.ca](mailto:office@swimsask.ca) or [jodi@swimsask.ca](mailto:jodi@swimsask.ca)
3. Mail to Swim Sask at 2205 Victoria Avenue, Regina, SK. S4P 0S4

- ***Club Registrar – RTR Access Form***
- ***Additional User – RTR Access Form***
- ***Club Affiliation Form***
- ***Club Board of Directors Contact Information Form***



# Club Registrar RTR Access/Compliance Declaration 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)  
OR mail to Swim Sask for Registration site access

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 personal 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 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 Application* to the (PSO) Executive Director 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 system access for inactive users.

Registrants can view, correct and/or update their personal information within the database at any time by accessing their information in system with their username and password as created by them during their 'final step' of registration.

Upon completion of club's annual affiliation with (PSO) including submission of this waiver, the registrar will be given password protected access to the Swimming Canada National Registration site in order to begin the club's registration process for the season.

**COMPLIANCE DECLARATION:**

As Registrar for my club I agree that **I will not share** my username and password for the registration system with anyone without the consent of Swim Saskatchewan. 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 system as it is intended, for the purposes of maintaining the club registration data with Swim Saskatchewan. 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.

**Please print legibly**

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

Registrar's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Registrar's email: (required for access): \_\_\_\_\_

**Please print legibly**

President's Name: \_\_\_\_\_

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



## 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)  
OR mail to Swim Sask for Registration site access

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 & Phone number: \_\_\_\_\_

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

Additional User Email (required for access) \_\_\_\_\_

**Please print legibly**

Please state the purpose for which access to the online system is required: (Team Manager, COA, etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

President's Name: \_\_\_\_\_

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



# Club Affiliation Form

A club becomes affiliated/a member of Swim Sask upon: payment of the applicable Club Affiliation Fee, Submission of this completed form and submission of the list of Club Board Members.

Club Name: \_\_\_\_\_ Club Code: \_\_\_\_\_

Our club is registered and incorporated with Sask Corporate Registry (ISC)? **Yes / No**

If yes, provide your Corporation #: \_\_\_\_\_

Club Email (this will be used on the Swim Sask website for contact): \_\_\_\_\_

Club Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Pool Name: \_\_\_\_\_

Address: \_\_\_\_\_

Club Facebook Name and link: \_\_\_\_\_

Club Twitter Name and link: \_\_\_\_\_

Other Social Media: \_\_\_\_\_

By completing and signing below, this will certify the agreement of the above-named club, that the club will abide by Swim Saskatchewan Bylaws and Policies <http://www.swimsask.ca/about-us/policies.html> and Swimming Canada document: *National Registration Policy, Procedures and Rules* ([Link](#))

**Name:** \_\_\_\_\_ **Position/Office Held in Club:** \_\_\_\_\_

Signature: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position/Office Held in Club:** \_\_\_\_\_

Signature: \_\_\_\_\_

The Club Treasurer will be sent a Club Affiliation Fee Invoice. The club affiliation fee, this form, the List of Club Board Members and the signed Club Registrar RTR Access/Compliance Declaration Form must be submitted to Swim Sask for the 2017/18 season before the Registrar will be granted access to the RTR system.



## Club Board of Directors Contact Information

If a club does not have these various position, then please just stroke one out and write in the name of the position that your club has. Information given below is used for Swim Sask to communicate with the club.

Club Name: \_\_\_\_\_ Club Email: \_\_\_\_\_

### 2017-18 Directors, Officers and Staff must be listed below

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Phone</u>
<b>President</b>			
<b>Vice President</b>			
<b>Treasurer</b>			
<b>Bookkeeper/Accountant (if applicable)</b>			
<b>Secretary</b>			
<b>Office Administrator (if applicable)</b>			
<b>Club Registrar</b>			
<b>Meet Manager</b>			
<b>Club Officials Administrator</b>			
<b>Club Rep for Swim Sask Winter Committee</b>			
<b>Other</b>			
<b>Other</b>			
<b>Head Coach</b>			
For clubs that also have a <b>Master's program</b> please provide the names/contact information for those to communicate with for Masters Swimming.			
<b>Masters Contact</b>			
<b>Masters Coach</b>			